

SOLICITATION, OFFER, AND AWARD		1. THIS CONTRACT IS A RATED ORDER <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		RATING		PAGE 1	OF PAGES 97
2. CONTRACT NO. 920-S		3. SOLICITATION NO. RFP- 920-S		4. THIS IS A: SMALL BUSINESS SET-ASIDE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		5. DATE ISSUED	
						6. REQUISITION/PURCHASE NO.	
7. ISSUED BY: U.S. Government Publishing Office Room C-848, Stop CSPS 732 North Capitol Street, NW Washington, DC 20401				8. ADDRESS OFFER TO (If other than Block 7) U.S. Government Publishing Office Bid Section, Room C-848, Stop CSPS 732 North Capitol Street, NW Washington, DC 20401			
SOLICITATION							
9. Offers in original and 10 copies for furnishing the supplies or services in the Schedule will be received at the place in the depository specified in Item 8, or if hand-carried located in <u>GPO Bookstore</u> until <u>1:00 pm</u> local time <u>9/10/18</u> (Hour) (Date)							
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L.							
10. FOR INFORMATION CALL:		A. NAME Edris Rhinehart		B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS) 202-512-0310			
11. TABLE OF CONTENTS							
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<input checked="" type="checkbox"/>	C	DESCRIPTION/SPECS/WORK STATEMENT	15	<input checked="" type="checkbox"/>	J	LIST OF ATTACHMENTS	76
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OFFER (must be fully completed by Offeror)							
12. In compliance with the above, the undersigned agree, if this offer is accepted within _____ calendar days (90 calendar days unless a different period is inserted by the Offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.							
13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 3.3.1-6)		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	_____ CALENDAR DAYS %		
14. ACKNOWLEDGMENT OF AMENDMENTS (The Offeror acknowledges receipt of amendments to the SOLICITATION for Offerors and related documents numbered and dated)		AMENDMENT NO.	DATE	AMENDMENT NO.	DATE		
15A. NAME AND ADDRESS OF OFFEROR		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)					
15B. TELEPHONE NO. (Include area code)		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE <input type="checkbox"/>		17. SIGNATURE		18. OFFER DATE	
AWARD (To be completed by Government)							
19. ACCEPTED AS TO ITEMS NUMBERED		20. AMOUNT		21. ACCOUNTING AND APPROPRIATION DATA			
22. RESERVED		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)			ITEM		
24. ADMINISTERED BY (if other than Item 7)		25. PAYMENT WILL BE MADE BY					
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA			28. AWARD DATE		

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SECTION B: PRODUCTS AND PRICES

B.1 ACQUISITION REGULATIONS:

This contract incorporates multiple regulations listed below in order of precedence. This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. The full text of a clause may be accessed electronically at these addresses:

- Printing Procurement Regulations, United States Government Printing Office, GPO Publication 305.3 (Rev. 4-14):
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/ppr.pdf?sfvrsn=2>
- GPO Contract Terms (GPO Publication 310.2 (Rev. 1-18):
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>
- MMAR Clauses or Provisions:
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/mmar.pdf?sfvrsn=2>
- CAR Clauses or Provisions: <http://farsite.hill.af.mil/reghtml/regs/other/car/car1toc.htm#TopOfPage>
- FAR Clauses or Provisions: <https://www.acquisition.gov/?q=browsefarhttp://www.arnet.gov/far>

B.2 GENERAL:

- a) The resultant contract shall be a vehicle for the Government to obtain a Contractor for the printing, finishing, and distribution (via United States Postal Service (USPS) mail or transport via commercial carriers) of the initial mailout/mailback, bilingual, and replacement mailing (RM) questionnaire packages for the 2020 Census, and related activities.
- b) The Period of Performance for the resultant contract will be from Date of Award through October 31, 2020.
- c) Offeror must fill out and return one copy of all pages in Section B.3 "PRICE SCHEDULE," including initialing/signing where indicated.
- d) Task orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.
- e) The Government may issue task orders which provide for shipment/delivery to or performance at multiple destinations.
- f) The contractor will only be paid for products delivered. The GPO will not reimburse the contractor for any startup costs necessary to fulfill the contract requirements.
- g) All invoices submitted to the GPO shall be based on the most economical method of production.
- h) Fractional parts 1,000 will be prorated at the per-1,000 rate.
- i) Contractor's billing invoice must be itemized in accordance with the the CLIN pricing format specified in B.3 "PRICE SCHEDULE."
- j) Cost of all paper must be charged under Item II. "PAPER" in B.3.

B.3 PRICE SCHEDULE:

Offers are f.o.b. contractor's city for all shipping/mailing and f.o.b. destination for all other consignments.

Offerors must make an entry for each item described in the "PRICE SCHEDULE". Pricing submitted with any obliteration, revision, or alteration of the order or manner of submitting prices, may be disqualified from further consideration.

The Offeror's pricing proposal must be submitted in accordance with the CLIN pricing format specified in B.3.

An entry of NC (No Charge) shall be entered if offeror intends to furnish individual items at no charge to the Government. Proposals submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be evaluated as not fully meeting minimum requirements and this will be factored into GPO's award decision accordingly.

I. PRINTING, VARIABLE IMAGING, BINDING, AND CONSTRUCTION: Prices offered shall include the cost of all required materials and operations necessary (including proofs) for the complete printing, variable imaging, binding, and construction of the products listed in accordance with these specifications.

For the multiple versions of the Operational Test and the 2020 Census Questionnaire, a makeready charge will be allowed for the first version and a plate change charge will be allowed for each additional version as specified under III. "ADDITIONAL OPERATIONS," CLIN 0032. Under no circumstance will more than one makeready be allowed for the same Questionnaire due to multiple versions. However, the running rate for all versions will be charged under the "Running Per 1,000 Copies" column, as applicable to the questionnaire.

1. Operational Test:

	Makeready and/or Setup (1)	Running Per 1,000 Copies (2)
CLIN 0001 – Questionnaire (8-Page): Printing in two ink colors and imaging in black, including binding per 8-page questionnaire.....	\$_____	\$_____
CLIN 0002 – Questionnaire (16-Page): Printing in three ink colors and imaging in black, including binding per 16-page questionnaire.....	\$_____	\$_____
CLIN 0003 – Business Reply Mail Envelope (5-11/16 x 9-7/16): Printing face and back in black only, including construction per envelope.....	\$_____	\$_____
CLIN 0004 – Outgoing Envelope (6-1/16 x 10-1/16"): Printing face only in two ink colors, including construction per envelope.....	\$_____	\$_____

(Initials)

2. 2020 Census:

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
CLIN 0005 – Questionnaire (8-Page): Printing in two ink colors and imaging in black, including binding per 8-page questionnaire..... \$_____		\$_____
CLIN 0006 – Questionnaire (16-Page): Printing in three ink colors and imaging in black, including binding per 16-page questionnaire..... \$_____		\$_____
CLIN 0007 – Letter (With Imaging): Printing in two ink colors and imaging in black, including binding per letter..... \$_____		\$_____
CLIN 0008 – Letter (With Imaging): Printing in three ink colors and imaging in black, including binding per letter..... \$_____		\$_____
CLIN 0009 – Letter (Without Imaging): Printing/imaging in two ink colors, including binding per letter..... \$_____		\$_____
CLIN 0010 – Letter (Without Imaging): Printing/imaging in three ink colors, including binding per letter..... \$_____		\$_____
CLIN 0011 – Insert (8-1/2 x 5-1/2"): Printing face only in black only, including binding per insert..... \$_____		\$_____
CLIN 0012 – Insert (8-1/2 x 11"): Printing face only in black only, including binding per insert..... \$_____		\$_____

(Initials)

	<u>Initial Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
CLIN 0013 – Postcard (4-1/4 x 6’): Printing/imaging face and back in black only, including binding..... per postcard.....	\$_____	\$_____
CLIN 0014 – Postcard (8-1/2 x 5-1/2’): Printing/imaging face and back in black only, including binding..... per postcard.....	\$_____	\$_____
CLIN 0015 – Business Reply Envelope (5-11/16 x 9-7/16): Printing in face and back in black only, including construction per envelope.....	\$_____	\$_____
CLIN 0016 – Outgoing Envelope (4-1/8 x 9-1/2’): Printing in face only in two ink colors, including construction per envelope.....	\$_____	\$_____
CLIN 0017 – Outgoing Envelope (5-7/8 x 9-1/4’): Printing in face only in two ink colors, including construction per envelope.....	\$_____	\$_____
CLIN 0018 – Outgoing Envelope (6-1/16 x 10-1/16’): Printing in face only in two ink colors, including construction per envelope.....	\$_____	\$_____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual task orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

NOTE: Prices must include the cost of all required Prior to Production Paper Samples.

Computation of the net number of leaves will be based on the following:

Questionnaire, Letters, Inserts, Postcards – Each page-size leaf.
Business Reply Envelopes: One page-size leaf will be allowed for each envelope.
All Outgoing Envelopes: One page-size leaf will be allowed for each envelope.

(Initials)

1. Operational Test:

Per 1,000 Leaves

CLIN 0019 - Questionnaire: White Opacified Offset Book (50-lb.).....\$_____

CLIN 0020 - Business Reply Envelope: White Writing (or Wove) Envelope (24-lb.).....\$_____

CLIN 0021 – Outgoing Envelope (6-1/16 x 10-1/16”):
White Writing (or Wove) Envelope (24-lb.)\$_____

2. 2020 Census:

Per 1,000 Leaves

CLIN 0022 - Questionnaire: White Opacified Offset Book (50-lb.).....\$_____

CLIN 0023 - Letter: White Offset Book (50-lb.)\$_____

CLIN 0024 – Insert (5-1/2 x 8-1/2”): White Offset Book (50-lb.).....\$_____

CLIN 0025 – Insert (8-1/2 x 11”): White Offset Book (50-lb.)\$_____

CLIN 0026 - Postcard (4-1/4 x 6”): White and Colored Index (110-lb.)\$_____

CLIN 0027 - Postcard (8-1/2 x 5-1/2”): White and Colored Index (110-lb.).....\$_____

CLIN 0028 - Business Reply Envelope: White Writing (or Wove) Envelope (24-lb.).....\$_____

CLIN 0029 - Outgoing Envelope (4-1/8 x 9-1/2”):
White Writing (or Wove) Envelope (24-lb.)\$_____

CLIN 0030 - Outgoing Envelope (5-7/8 x 9-1/4”):
White Writing (or Wove) Envelope (24-lb.)\$_____

CLIN 0031 - Outgoing Envelope (6-1/16 x 10-1/16”):
White Writing (or Wove) Envelope (24-lb.)\$_____

III. ADDITIONAL OPERATIONS:

CLIN 0032 – Questionnaire Plate Change.....per color/per plate\$_____

CLIN 0033 – Mail Setup.....per furnished file\$_____

(Initials)

IV. ASSEMBLING, PACKAGING, PACKING, AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of assembling, packaging, packing; shipping containers; all necessary wrapping and packing materials; addressing, labeling, and marking; and distribution, in accordance with these specifications, as applicable to each order.

Contractor is responsible for all costs associated with preparing for mailing and transporting packages to the post office.

CLIN 0035 is for single items or assembled packages that deliver f.o.b. destination (not mailed) to Jeffersonville, IN.

1. Operational Test:

CLIN 0034 - Packing and sealing shipping containers per container\$_____

2. 2020 Census:

CLIN 0035 - Packing and sealing shipping containers per container\$_____

CLIN 0036 – Gathering and inserting
one item into outgoing envelope per 1,000 packages\$_____

CLIN 0037 - Gathering and inserting
two items into outgoing envelope..... per 1,000 packages\$_____

CLIN 0038 – Gathering and inserting
three items into outgoing envelope..... per 1,000 packages\$_____

CLIN 0039 – Gathering and inserting
four items into outgoing envelope..... per 1,000 packages\$_____

CLIN 0040 - Gathering and inserting
five items into outgoing envelope per 1,000 packages\$_____

CLIN 0041 – Remaining Balance after Mailing:
Packing and sealing shipping containers per container\$_____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

(Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the offeror has selected the city and state shown below in the address block, and the offer will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the offeror will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Offeror hereby acknowledges amendment(s) number(ed) _____

OFFER ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this offer is accepted within _____ calendar days (90 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 90-day offer acceptance period may result in expiration of the offer prior to award.

OFFEROR'S NAME AND SIGNATURE: Unless specific written exception is taken, the offeror, by signing and submitting an offer, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2.

Failure to sign the signature block below will result in the offer being disqualified from further consideration.

Offeror _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Offer) (Date)

(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

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SECTION C: STATEMENT OF WORK - SPECIFICATIONS

C.1 SCOPE:

These specifications cover the production of various printed products consisting of questionnaires, letters, inserts, postcards, business reply envelopes, and outgoing envelopes requiring such operations as electronic prepress, printing, computerized variable imaging, binding, construction, packing, and distribution.

NOTE: All products will have a bilingual (English/Spanish) version. One insert will contain multiple languages.

C.2 BACKGROUND:

The printing and mailing operation is essential to completing the fundamental constitutional duty of conducting the decennial census. Beginning in 1970, the Census Bureau began mailing or delivering printed questionnaires to most households. Starting with the 2020 Census, households will be able to complete the decennial census questionnaire via mail, internet, or phone. The 2020 printing and mailing operation is the principal mechanism by which the American people will receive information about the 2020 Census and instructions for all three modes of response. It is the cornerstone of the Census Bureau's efforts to communicate the importance of the 2020 Census to the U.S. population and generate the largest possible self-response.

During the 2020 Census, printed materials will be sent to households comprising over 99% of the population. Beginning mid-March 2020, an estimated 138 million plus housing units in the United States will receive initial mailings and up to five (5) follow-up mailings. Approximately 20 percent of the population, who are identified as not likely to respond through the internet, will receive a paper questionnaire on the first mailing. The fourth mailing will include a paper questionnaire for all non-responding households. A robust self-response is critical to achieving the overall goal of counting everyone once, only once, and in the right place.

C.3 FREQUENCY OF TASK ORDERS:

Contractor must be prepared to accept task orders for the Operational Test immediately upon award. The Census Bureau will begin issuing task orders for the 2020 Census in the first contract year.

More than one item may be ordered on the same task order requiring the same schedule.

Various items contained in the packages may be ordered for production only. These items will be stored by the contractor until separate task orders are issued for the assembly, packing, and distribution operations.

- a) **Operational Test:** Up to approximately 10 task orders.
- b) **2020 Census:** Approximately 80 task orders.

C.4 ESTIMATED QUANTITY/NUMBER OF PAGES/TRIM SIZES:

<u>Item</u>	<u>Number of Versions</u>	<u>Approximate Total Quantity</u>	<u>Number of Pages</u>	<u>Trim Sizes</u>
<u>Operational Test:</u>				
Questionnaires (English)	2	350,000	8	9 x 11"
Questionnaires (Bilingual)	4	150,000	16	9 x 11"
Business Reply Envelopes	1	400,000	Face and back	5-11/16 x 9-7/16"
Outgoing Envelopes	1	10,000	Face only	6-1/16 x 10-1/16"
<u>2020 Census:</u>				
Questionnaires (English)	4	116,671,000	8	9 x 11"
Questionnaires (Bilingual)	8	20,468,000	16	9 x 11"
Letters with imaging	9	247,605,000	One leaf (face and back)	8-1/2 x 11"
Letters without imaging	9	137,139,000	One leaf (face and back)	8-1/2 x 11"
Inserts	3	28,052,000	One leaf (face and back)	5-1/2 x 8-1/2"
Inserts	1	244,966,000	One leaf (face and back)	8-1/2 x 11"
Postcards	5	175,500,000	Face and back	4-1/4 x 6"
Postcards	7	33,880,000	Face and back	8-1/2 x 5-1/2"
Business Reply Envelopes	5	137,139,000	Face and back	5-11/16 x 9-7/16"
Outgoing Envelopes	1	139,778,000	Face only	4-1/8 x 9-1/2" (No. 10)
Outgoing Envelopes	1	107,827,000	Face only	5-7/8 x 9-1/4"
Outgoing Envelopes	6	137,139,000	Face only	6-1/16 x 10-1/16"

The "number of pages" for envelopes (as specified as "face and back" or "face only" here and under "PRINTING") are after construction. The trim size for all envelopes is the size specified above plus the envelope flap. All envelopes contain one window.

The above quantities are estimates only. The actual quantity for each item will be specified with each task order. The approximate total quantity specified above includes all versions. The Government reserves the right to increase the quantities specified above by up to 30% for any of the products specified. NO SHORTAGES ALLOWED. The contractor is cautioned that they will be required to make up any shortages at no additional cost to the Government.

C.5 ESTIMATED BREAKDOWN OF QUANTITY PER MAILING (2020 CENSUS):

The below quantities are estimates only. The actual quantity will be specified with each task order.

Initial Mailing –

Letter Package 1 (English):	100,243,000
Letter Package 2 (Bilingual):	7,584,000
Questionnaire (8-page) Package 1 (English):	24,544,000
Questionnaire (16-page) Package 2 (Bilingual):	5,516,000

Second Mailing –

Reminder Letter Packages 1 and 3 (English):	124,787,000
Reminder Letter Package 2 and 4 (Bilingual):	13,100,000

Third Mailing –

Postcard (4-1/4 x 6''):	106,069,000
Postcard (8-1/2 x 5-1/2''):	11,136,000

Fourth Mailing –

Questionnaire (8-page) Package 3 (English):	87,351,000
Questionnaire (16-page) Package 4 (Bilingual):	9,170,000

Fifth Mailing –

Postcard (4-1/4 x 6''):	68,633,000
Postcard (8-1/2 x 5-1/2''):	7,205,000

Supplemental Mailings –

Questionnaire (16-page) Package 7 (Bilingual):	2,000,000
Postcard (8-1/2 x 5-1/2''):	14,446,000

NOTE: For the 2020 Census, the Supplemental Mailing of postcard quantity will be mailed out over approximately 11 mailings.

Update/Leave Area: First Reminder Mailing –

Reminder Letter Package U1 (English):	798,000
Reminder Letter Package U2 (Bilingual):	1,093,000

Update/Leave Area: Second Reminder Mailing –

Postcard (4-1/4 x 6''):	798,000
Postcard (8-1/2 x 5-1/2''):	1,093,000

C.6 ESTIMATED BREAKDOWN OF QUANTITY OF UPDATE/LEAVE AREA QUESTIONNAIRE PACKAGES (Bulk Delivery/Not Mailed by Contractor):

The below quantities are estimates only. The actual quantity will be specified with each task order.

Questionnaire (8-Page) Package 5 (English):	4,776,000
Questionnaire (16-Page) Package 6 (Bilingual):	1,592,000
Questionnaire (16-Page) Package 9PR (Bilingual):	2,190,000

C.7 GOVERNMENT TO FURNISH:

- a) Electronic Media (Print Files) will be furnished as follows:

Transmission: Email; FTP server; SFTP server.

Software: Adobe Acrobat Professional 11.0 (or higher).

All platform system and software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional
Information: Files will be furnished in PDF format.
Laser composites of the furnished electronic files will be provided.
GPO Form 952 (Desktop Publishing - Disk Information).

- b) An item list, package assembly table, and mailing table (that includes the address delivery date, package/item to be mailed, and the in-home target or mail date) will be furnished with the task orders for the 2020 Census.
- c) Address files to be sent as ASCII flat files using an approved secure file transfer (e.g., contractor-hosted Secure File Transfer Protocol (SFTP) or other approved alternative) as specified on the task order.
- d) A PDF file for the Census shipping container label (size 8 x 5").
- e) Shipping document for Census Quality Assurance Random Copies (QARC).
- f) GPO Form 892 proof label.
- g) Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on the finished product.

C.8 CONTRACTOR TO FURNISH:

- a) All materials and operations, other than those listed under "C.7 GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

- b) The contractor must be able to accept and send files electronically via a contractor-hosted File Transfer Protocol (FTP) or SFTP server (for Print Files, when applicable, and for address files as specified above). Appropriate log-on instructions and protocol must be provided to the Government at time of award. The contractor must provide necessary security for the FTP and SFTP, which at a minimum, must have a unique user ID and password, and encrypted transmission for SFTP.

C.9 ELECTRONIC PREPRESS:

- a) Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.
- b) The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.
- c) Output must be generated on high resolution image processors with minimum 2400 dpi and 150-line screen or finer.
- d) When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.
- e) When required, the contractor shall return all final files via contractor-hosted FTP/SFTP, as specified.

C.10 PROOFS:

- a) Two (2) sets of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.
- b) Envelope Proofs must have all elements in proper position (i.e., flap to size, window location, adhesive position indicated for flap and seams, and security tint area indicated).
- c) If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.
- d) The contractor must not print prior to receipt of an "O.K. to print" by the Government.

C.11 PRIOR TO PRODUCTION PAPER SAMPLES (Questionnaires Only):

- a) Prior to commencement of any production of the contract production quantity and for each paper manufacturing run, the contractor shall submit to the Government not less than 50 blank paper samples in original, unaltered condition to be used in the production of the contract requirements for questionnaires: White Opacified Offset Book, basis weight 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80. Each sample shall be approximately 8-1/2 x 11" and must be of the kind and quality required by the specifications.
- b) Paper samples will be used to determine the readability for processing the returned questionnaires on the Census Bureau's recognition system.

- c) Sampling shall be conducted in accordance with the current edition of the standard method described in TAPPI T-400, Sampling and Accepting a Single Lot of Paper, Paperboard, Containerboard, or Related Product.
- d) A covering document shall accompany each sample set and must include the following information:
 - 1) GPO Jacket Number
 - 2) Mill or manufacturing run number
 - 3) Manufacturer's test data obtained at regular intervals throughout the manufacturing run (for ALL properties in this specification including CIELAB measurements, a 3-dimensional coloring measurement system)
 - 4) Description of the paper
 - 5) Statement certifying that sampling was conducted in accordance with TAPPI T-400.

NOTE: The cover document which includes the information for 1), 2), and 5) above requires a signature from the paper manufacturer's official who is responsible for sampling, quality control, and quality assurance.

- e) Contractor to submit paper samples to: U.S. Government Publishing Office, Customer Services, DC Team 3, Attn: Mary Newton, Room A-843, Stop CSAPS, 732 North Capitol Street, NW, Washington, DC 20401. The container and accompanying documentation shall be marked "PAPER SAMPLES AND INK DRAWDOWN SAMPLES," and shall include the GPO Purchase Order and Jacket Numbers.
- f) Contractor to submit paper samples with the proofs (see Section F.2.1).
- g) The Government will approve, conditionally approve, or disapprove these samples within five (5) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons for disapproval.
- h) If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.
- i) In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.
- j) In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the CO shall automatically extend the shipping schedule in accordance with the procedures as indicated in Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)).
- k) Manufacture of the prior to production paper samples and final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. Costs of all samples shall be included in the contract price for the applicable paper.

C.12 INK DRAWDOWNS FOR ALL INKS:

- a) Prior to commencement of any production of the contract production quantity and for each ink manufacturing run, the contractor shall furnish not less than five (5) ink drawdowns on the 8-1/2 x 11" paper stock required for the questionnaires. The contractor shall also furnish the manufacturer's CIELAB data from the lot of ink they are using on a cover sheet identifying the GPO Purchase Order, Program, and Task Order Numbers.
- b) Ink drawdowns must be submitted with the paper samples at the address specified under Section C.11.

C.13 STOCK/PAPER:

- a) The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.
- b) Government Paper Specification Standards No. 12 – Government Paper Specification Standards No. 12 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2.
- c) Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his/her opinion, materially differs from that of the color sample(s).
- d) All text paper used in each questionnaire copy must be of a uniform shade.

C.13.1 Questionnaires: White Opacified Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80.

C.13.2 Letters: White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

C.13.3 Inserts: White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

C.13.4 Postcards: White and Colored Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

C.13.5 ALL Envelopes: White Writing (or Wove) Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

C.14 PRINTING:

C.14.1 Questionnaires:

- a) 8-Page (English) Questionnaires print head-to-head in black and Process Cyan.
- b) 16-Page (Bilingual) Questionnaires print head-to-head in black, Process Cyan, and Pantone 368 (Green); or, in black, Pantone 320 (Teal), and Pantone Purple, as specified.
- c) Contractor to match Pantone numbers specified.
- d) Printing on all questionnaires consists of type and line matter flattones. Flattones must be generated on high resolution image processors with minimum 2400 dpi and minimum 150-line screen, 45 degree angels, elliptical dot halftone screen tints in 10%, 20%, and 50% color densities as indicated in the furnished electronic files.

- e) Questionnaires variable image in black as specified under Section C.16.
- f) All questionnaires must be produced using the offset lithographic process; flexographic printing is not acceptable. If questionnaires are produced on a web press, it must be a heat-set, or equivalent, process. The questionnaires must be printed on a press capable of printing all (two or three, as required) colors in a single pass through the press (minimum two or three printing units, as applicable). The Pantone inks used for the questionnaires must not contain any black pigment ink. Ink colors are tints, not tones, and are not built out of CMYK. Additionally, the use of automated color/density control on press (i.e., closed loop color control system) must be used for printing the questionnaires.
- g) The data capture system being used for the questionnaires is a highly efficient system using scanned images of completed Census questionnaires and a combination of Optical Mark Recognition (OMR) and Optical Character Recognition (OCR) to tabulate entries. Questionnaires must be printed with strict adherence to specifications on size (no magnification or reduction), color, halftone, color density, color-to-black registration, and serialization.

C.14.2 Letters:

- a) Letters (English) print face and back in black and Process Cyan.
- b) Letters (Bilingual) print in black, Process Cyan, and Pantone 368 (Green); or, in black, Pantone 320 (Teal), and Pantone Purple, as specified.
- c) Contractor to match Pantone numbers specified.
- d) Printing on all letters consists of text and line matter.
- e) Letters for the Letter Packages variable image in black as specified under Section C.16. (NOTE: Letters for the Questionnaire Packages do not require variable imaging.)

C.14.3 Inserts: Print face only in black ink only. Printing consists of text and line matter. No variable imaging.

C.14.4 Postcards: Print face and back in black ink only. Printing consists of text and line matter. Variable image in black as specified under Section C.16.

C.14.5 Business Reply Mail (BRM) Envelopes:

- a) Print face and back of envelope in black ink only. Printing consists of text and line matter.
- b) Print on the inside of envelope flap in black ink. Printing will consist of text matter (i.e., insertion instructions/thank you message) on the flap below the adhesive.
- c) Print inside of envelope with a security tint (lining is not acceptable) in black ink. Contractor may use their own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein. NOTE: The security tint must not appear in the window area.

C.14.6 Outgoing Envelopes: Print face only in black ink and one additional ink color. Contractor to match Pantone number as indicated on the task order. Printing consists of text and line matter.

C.14.7 All Envelopes:

- a) No variable imaging on any of the envelopes.
- b) Printing on ALL envelopes shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

C.15 PRESS SHEET INSPECTION:

- a) Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual task order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.
- b) Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as, BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; slur targets and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.
- c) Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ANSI PH2.30-1989; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

C.16 VARIABLE COMPUTERIZED IMAGING (Questionnaires, Letters, and Postcards):

- a) Variable computerized imaging required for this contract consists of: addressing questionnaires, letters, and postcards; the application of serialized barcodes and corresponding Human Readable Interpretation (HRI); addressing and inserting an identification number on the front (English version) or front and back (Bilingual version) of letters inside a designated block within the body of the letter.
- b) For the Operational Test, the questionnaires will image with a serialized barcode and a dummy address.
- c) Variable computerized imaging including barcodes, must be ink jet, ion deposition, laser, or equivalent quality.
- d) Variable computerized images (barcodes, addresses, ID numbers, etc.) shall be of black, permanent (water resistant) medium, and shall not "run," "smear," or "bleed" when exposed to moisture (mist, rain, snow, or other adverse condition). The contractor shall avoid any unreasonable strike-through (bleed through) and barcode rub-off. The serialized barcode and HRI shall conform to specifications for variable image type quality, filled in characters, address voids, and other quality requirements.
- e) Interleaved 2 of 5 barcodes shall conform to the following:

Imaging Addressability:	No fewer than 240 dots per inch
Nominal Element Width (X):	$0.015'' \leq X \leq 0.019''$
Wide to Narrow Ratio (N):	$2.2 \leq N \leq 3.0$
QuietZone:	10X minimum

- f) Barcodes shall comply with ISO/IEC 16390:2007- “Information technology - Automatic identification and data capture techniques - Interleaved 2 of 5 barcode symbology specification” ISO/IEC 15416:2000 - “Barcode Print Quality Test Specification - Linear Symbols.” Symbol grades shall be at least C/10/660.

C.17 QUESTIONNAIRE SERIALIZATION BARCODING:

- a) A set of Interleaved 2 of 5 serialized barcodes shall be produced and shall be unique to each printed copy of a questionnaire. Additionally, to the serialized barcode, there will be the equivalent HRI (eye-readable serial number). The placement of serialized barcodes on designated pages is described below. All designated pages of each questionnaire printed shall display the same serialized barcode and HRI number.
- b) The contractor shall not duplicate serialized barcoded numbers on various questionnaire types. The contractor shall use the same serial number (i.e., the serial number for that individual questionnaire) in the barcoded rendition of the serial number and the human readable rendition of the serial number on every designated page of the questionnaire.
- c) The serialized barcode number shall be 10 digits in length, consisting of a 9-digit sequential number and one check digit, calculated using the MOD10 Algorithm described herein.
- d) The 10-digit serialized barcode shall have the following numerical format:
- Digits 1 through 9 shall represent the whole number of the serialized number.
 - Digit 10 shall be the MOD10 check-digit.
- e) The first serialized barcode shall be 0000000019. The whole number represented by digits 1 through 9 shall increase by increments of 1 for each new questionnaire (gaps in the sequence are acceptable). The 10-digit serialized number shall not be duplicated for or on any final questionnaire within the production of this contract.
- f) The barcoded serial number shall have a height of at least 1/4” or at least 15% of the barcode width (excluding quiet zones - whichever is greater. The barcodes shall have a maximum width of 1-11/16” (excluding quiet zones). The bars shall be perpendicular to the 18” dimension of the page. A Human Readable Interpretation of the serial number shall be printed in a 10 point San Serif font.
- g) Sequencing will start over for each specific mailing for the Operational Test. Sequencing for the 2020 Census will start as specified by the Government.

C.18 PLACEMENT OF SERIALIZED BARCODES AND HRIs ON DESIGNATED PAGES:

- a) For the 16-page questionnaires, the serialized Interleaved 2 of 5 barcodes and equivalent HRI, shall be unique to each questionnaire and shall be printed on one side of each numbered page of the finished product (i.e.: pg.1 or pg. 2, and pg. 3 or pg. 4, up to pg. 15 or pg. 16). The barcoded serial number, including quiet zone, and the HRI serial number shall not overlap any printed text or images.
- b) The serialized Interleaved 2 of 5 barcode shall be located in the BOTTOM margin of each odd or even page. The leading edge of this barcode shall measure 1-1/2” from the LEFT or the trailing edge of this barcode shall measure 1-1/2” from the RIGHT edge of the page. (The edge of the page is either the spine or finished edge.) The vertical position shall be 1/16” below the printed border line. The barcode must meet minimum height requirements (15% of width) after trimming.

- c) The HRI shall be positioned in the TOP margin of the same page containing the serialized barcode. The location of the HRI shall measure 1-1/2" from the LEFT or RIGHT edge of the page, centered vertically within the top margin (or centered in the space above any printed text in the top margin) of the page. Serialized barcodes and HRI's shall align horizontally within each page.
- d) The location of variable image for the serial barcode and HRI shall be within 1/8" horizontally and 1/16" vertically from the specified position.
- e) The contractor's selected pages and locations for the serialization are to be provided in the contractor's production plans (see Section H.14.4)

C.19 LINKING ADDRESS DATA TO SERIALIZED PAGES:

- a) The contractor shall link the Questionnaire Census ID within the address block to the USPS Destination IMb Tracing™ content to each serialized page and the Origin IMb Tracing™ barcode. The contractor may use a Data Matrix 2D Barcode within the address block to accomplish the link. Alternative methods for linking MUST be approved by the Government.
- b) The contractor will construct the unique serial number in accordance with these specifications. The requirement is to link the address record (ID) to the serialized bar code prior to mailing. It is NOT the requirement to pre-assign the serialization to the address. The contractor will be required to provide the postal bar codes and the serial numbers assigned to the questionnaires prior to mailing. Details for the file format will be provided with the task orders.
- c) The data to be returned to Census Bureau will include the record ID, the postal bar codes assigned, and the serial number assigned to pages. The Census Bureau's address files do not contain names but will have a unique ID assigned to each address.

C.20 OTHER BARCODE IMAGING:

C.20.1 Formula for Mod10 Check-Digit:

- a) The MOD10 algorithm will calculate a check digit for the serial number. The check digit is calculated using the LUHN's algorithm (MOD10 algorithm). The MOD10 check-digit is calculated as follows:
 - 1) From the rightmost digit, which is the check digit, moving left, double the value of every second digit; if the product of this doubling operation is greater than 9 (e.g., $7 * 2 = 14$), then sum the digits of the products (e.g., 10: $1 + 0 = 1$, 14: $1 + 4 = 5$).
 - 2) Take the sum of all the digits.
 - 3) If the total modulo 10 is equal to 0 (if the total ends in zero) then the number is valid according to the Luhn formula; else it is not valid.
- b) Assume an example of a serial number "123456789" that will have a check digit added, making it of the form 123456789x:
 - Double every other (starting with the first digit)
2 2 6 4 10 6 14 8 18
 - Sum of resulting digits
 $2 + 2 + 6 + 4 + 1 + 6 + 5 + 8 + 9 = 43$

- c) The check digit (x) is obtained by computing the sum of digits then computing 9 times that value modulo 10 (in equation form, $(43 * 9 \bmod 10)$). In algorithm form:

- 1) Compute the sum of the digits (43).
- 2) Multiply by 9 (387).
- 3) The last digit, 7, is the check digit.

C.20.2 Alternative Method:

- a) The check digit (x) is obtained by computing the sum of digits then subtracting the units digit from 10 ($43 =$ Units digit 3; $10 - 3 =$ check digit 7). In algorithm form:

- 1) Compute the sum of the digits (43).
- 2) Take the units digit (3).
- 3) Subtract the units digit from 10 (7).
- 4) The result, 7, is the check digit. In case the sum of digits ends in 0, 0 is the check digit.

- b) For this example, the serial number with check digit is 1234567897.

C.20.3 Formula for MAD97 Check-Digits:

- a) The MAD97 algorithm will calculate check digits for any string of ASCII characters including numeric, alphabetic and special characters. The ASCII character set has a decimal equivalent of 0 through 255. The MAD97 algorithm is similar to the MOD97 algorithm but can accommodate all of the ASCII character set.

- 1) The decimal equivalent of the first character is multiplied by 1,000. The decimal equivalent of the second character is added to the above product. The result is divided by 97.
- 2) The remainder from that division is multiplied by 1,000 and the decimal equivalent of the third character is added to that product. The result is divided by 97. And so on.

- b) For example, for the ASCII character string “9876”:

- The decimal equivalent of ASCII “9” is 57
- Multiply 57 by 1,000 = 57,000
- The decimal equivalent of ASCII “8” is 56
- Add 56 and 57,000 = 57,056
- Divide 57,056 by 97; the remainder is 20
- Multiply 20 by 1,000 = 20,000
- The decimal equivalent of ASCII “7” is 55
- Add 55 and 20,000 = 20,055
- Divide 20,055 by 97; the remainder is 73
- Multiply 73 by 1,000 = 73,000
- The decimal equivalent of ASCII “6” is 54
- Add 54 and 73,000 = 73,054
- Divide 73,054 by 97; the remainder is 13
- The MAD97 check digits for the character string “9876” are “13.”

C.21 MARGINS: Margins will be as indicated on the task order or furnished electronic file.

C.22 BINDING: Products will bind as specified below.

C.22.1 Letters, Inserts, and Postcards:

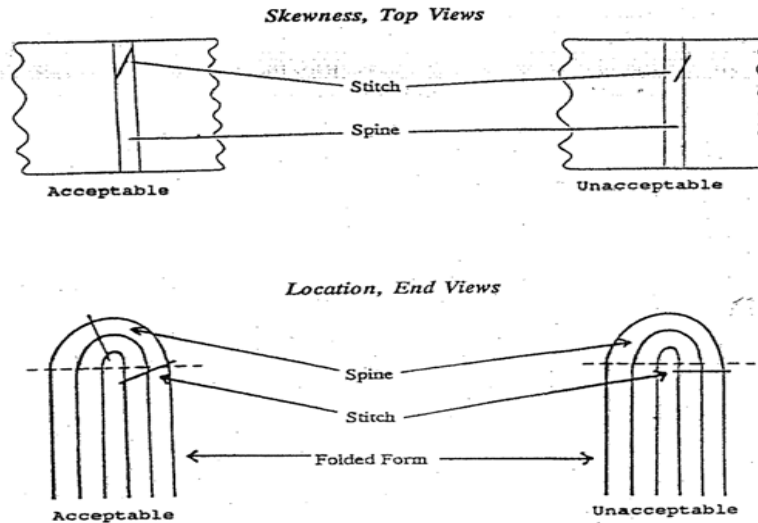
- a) All products trim four sides.
- b) Letters fold from 8-1/2 x 11" down to 8-1/2 x 5-1/2" or tri-fold down to 8-1/2 x 3-11/16" (as applicable for the outgoing envelope) for insertion into outgoing envelopes, as follows:
 - For letters with variable imaging, fold with addressing imaging out for visibility through envelope window.
 - For English letters, fold with "Frequently Asked Questions" in.
 - For Bilingual letters, fold with English out, except letters for Puerto Rico which fold with Spanish out.
- c) When required, the inserts (8-1/2 x 11" flat) fold down to 8-1/2 x 5-1/2" for insertion into envelopes. Instructions for folding to be furnished on the task order.

C.22.2 Questionnaires:

- a) Saddle-Stitch: Saddle-wire stitch in two places on the 11" dimension and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.
- b) When saddle-stitching, the contractor must stagger the physical location of the stitches on approximately 50% of every questionnaire version to reduce the bulk of the stitched area when stacked during processing of the returned questionnaires by the Census Bureau. Staggered stitches must not overlap. Stitches must be at least 1" from the head and foot of product.
- c) Stitch Alignment: Saddle-stitch on the fold (11" dimension). Alignment of the stitches in the direction of the spine shall be such that both bends of the stitch fall within the fold of the spine as viewed from the outside of the form (See Exhibit A, Skewness, Top Views). This requirement does not imply that the point of emergence through the innermost sheet of the signature must lie within the fold of the spine as viewed from the outside of the form (See Exhibit A, Location, End Views"). All stitches shall be crimped tightly enough so that the stitch may not be pulled away from the spine, but not so tightly as to break the surface of the spine. NOTE: Paste on fold is not allowed.
- d) Inside the Questionnaire: The gap between the ends of the stitch legs shall not exceed 1/16" and the overlap shall not exceed 1/32". All stitches shall be crimped tightly enough so that no movement of the pages relative to each other is allowed. The ends of the stitches shall be tight against the paper. All stitches shall not be crimped so tightly as to break the surface of the paper. However, the ends of the stitches may penetrate the innermost sheet of the signature. Inside sheets must be stitched no more than 1/16" from the fold.
- e) After printing and binding, fold from 9 x 11" to 9 x 5-1/2" (with page 1 (English or Bilingual, as applicable, facing out)) for insertion into outgoing envelopes

EXHIBIT A

STITCHING LOCATION DIAGRAM



C.23 CONSTRUCTION (Envelopes):

C.23.1 Business Reply Mail Envelopes (5-11/16 x 9-7/16"):

- Envelope must be open side, with gummed fold-over flap for sealing with high-cut side. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content. Square-cut flap is NOT acceptable.
- Face of envelope to contain one (1) covered, die-cut window. Size of window is 8-3/8" length with varying height.
- Height from left edge of window to 4" from left edge of window is 3/4". Height from 4" from left edge of window to the right edge of window is 1-1/8". The bottom edge of the window shall be located 2-3/8" from the bottom edge of the envelope. The right edge of the window shall be located 7/16" from the right edge of the envelope. Die-cut with 1/8" radius rounded corners.

C.23.2 Outgoing Envelopes (4-1/8 x 9-1/2"):

- Envelope must be open side, with gummed fold-over flap for sealing with high-cut side. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content. Square-cut flap is not acceptable.
- Face of envelope to contain one (1) covered, die-cut window (1-5/8 x 5" in size). The bottom edge of window shall be located 5/8" from the bottom edge of the envelope, and the left edge of the window shall be located 3/4" from the left edge of the envelope. Die-cut with 1/4" radius rounded corners.

C.23.3 Outgoing Envelopes (5-7/8 x 9-1/4"):

- a) Envelope must be open side, with gummed fold-over flap for sealing with high-cut side. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content. Square-cut flap is not acceptable.
- b) Face of envelope to contain one (1) covered, die-cut window (1-5/8 x 5" in size). The bottom edge of window shall be located 1-5/8" from the bottom edge of the envelope, and the right edge of the window shall be located 1" from the right edge of the envelope. Die-cut with 1/4" radius rounded corners.

C.23.4 Outgoing Envelopes (6-1/16 x 10-1/16"):

- a) Envelope must be open side, with gummed fold-over flap for sealing with high-cut side. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content. Square-cut flap is NOT acceptable.
- b) Face of envelope to contain one (1) open, die-cut window (2-3/4 x 4-1/4" in size). The bottom edge of window shall be located 1" from the bottom edge of the envelope, and the right edge of the window shall be located 1" from the right edge of the envelope. Die-cut with 1/4" radius rounded corners.

C.23.5 Flap Adhesive for ALL Envelopes:

- a) All sealing flap adhesive shall be the water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying.
- b) Adhesive shall be uniformly applied, have a minimum thickness of 0.0006", and shall be applied continuously along the length of the flap, extending almost to the envelope edge, with not more than 1/2" unapplied space at each end of the flap.
- c) The flaps shall be capable of being quickly and securely sealed using fingertips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area. The flap adhesive must cover at least 60% of the area of the flap beyond the throat.
- d) All adhesive shall be clean and free from offensive odor and/or ingredients that would discolor the paper.

C.23.6 Side Seam Adhesive:

The side seam adhesive must extend almost the entire length of the seam, with not more than 1/2" unapplied space at the beginning of the top seam overlap and no more than 1/2" unapplied space at the bottom edge of the envelope. The width of the adhesive on the side seams must be no less than 3/16". Adhesive shall be applied so that it is continuous. All adhesive shall be clean and free from offensive odor and/or ingredients that would discolor the paper.

C.23.7 Covered Windows:

Window is to be covered with a suitable transparent, low-gloss, poly-type material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current U.S. Postal Service's (USPS) readability standard/requirements.

C.24 BINDING/CONSTRUCTION INSPECTION:

- a) All binding (trimming, folding, and stitching) and construction operations may be inspected and approved (by the Government) at the contractor's plant for quality conformance and for the purposes of establishing specific standards that are to be maintained throughout the run. Upon approval, the contractor is charged with maintaining those standards throughout the binding/construction processes (within QATAP tolerances, when applicable). The contractor must discard all products that preceded approval.
- b) A binding/construction inspection does not constitute a prior approval of the entire run. When a binding/construction inspection is required for questionnaires, the contractor must not perform stitching prior to receipt of an "O.K. to Fold" by the Government.

C.25 ASSEMBLING AND PACKAGING CONFIGURATIONS (2020 Census):

- a) The 2020 Census mailing strategy requires the contractor to distribute printed materials to support the enumeration of the population. These mailings include Internet invitation letters (letter packages); questionnaire mailing packages; and reminder postcards or letters.
- b) For the 2020 Census, the contact strategy includes time constrained questionnaire package mailings to **ALL** households in the mail universe that do not respond to the initial mailing.
- c) All outgoing envelopes must be securely sealed prior to mailing and must be capable of remaining sealed under normal mailing conditions. It is the contractor's responsibility to assure that only one copy of each appropriate item required is inserted into the outgoing envelope and that only the mailing address is visible through the envelope window.
- d) Unless otherwise specified, the assembling and packaging configurations for each mailing for the 2020 Census are as specified below (the specific order of items in each package will be specified on the task order).
- e) When required, questionnaires, letters, and inserts (as applicable to the package) fold separately.

C.25.1 Initial Mailing:

- a) *Letter Package 1:* Gather folded letter (with variable imaging on one side), followed by one insert (folded), and insert into the outgoing envelope (5-7/8 x 9-1/4").
- b) *Letter Package 2:* Gather folded letter (with variable imaging on two sides), followed by two different inserts (folded), and insert into outgoing envelope (5-7/8 x 9-1/4").
- c) *Questionnaire (8-page) Package 1:* Gather the folded 8-page questionnaire, folded letter, one insert (folded), and BRM envelope (flat) and insert into outgoing envelope (6-1/16 x 10-1/16").
- d) *Questionnaire (16-page) Package 2:* Gather folded 16-page questionnaire, folded letter, two different inserts (one flat, one folded), and BRM envelope (flat) and insert into outgoing envelope (6-1/16 x 10-1/16").

C.25.2 Second Mailing:

- a) *Reminder Letter Packages 1 and 3:* Insert folded letter (with variable imaging on one side) into outgoing envelope (4-1/8 x 9-1/2").
- b) *Reminder Letter Packages 2 and 4:* Insert folded letter (with variable imaging on two sides) into outgoing envelope (4-1/8 x 9-1/2").

C.25.3 Third Mailing:

- a) *Postcard*: Postcard (4-1/4 x 6").
- b) *Postcard*: Postcard (8-1/5 x 5-1/2").

C.25.4 Fourth Mailing:

- a) *Questionnaire (8-page) Package 3*: Gather folded 8-page questionnaire, folded letter, one insert (folded), and BRM envelope (flat), and insert into outgoing envelope (6-1/16 x 10-1/16").
- b) *Questionnaire (16-page) Package 4*: Gather folded 16-page questionnaire, folded letter, two inserts (one flat, one folded), and BRM envelope (flat) and insert into outgoing envelope (6-1/16 x 10-1/16").

C.25.5 Fifth Mailing:

- a) *Postcard*: Postcard (4-1/4 x 6").
- b) *Postcard*: Postcard (8-1/5 x 5-1/2").

C.25.6 Supplemental Mailings:

- a) *Questionnaire (16-page) Package 7*: Gather folded 16-page questionnaire, folded letter, two different inserts (one flat, one folded), and BRM envelope (flat) and insert into outgoing envelope (6-1/16 x 10-1/16").
- b) *Postcard*: Postcard (8-1/2 x 5-1/2").

C.25.7 Update Leave Area Reminder Letters (mailed):

- a) *Reminder Letter Packages U1*: Insert folded letter (with variable imaging on one side) into outgoing envelope (4-1/8 x 9-1/2").
- b) *Reminder Letter Packages U2*: Insert folded letter (with variable imaging on two sides) into outgoing envelope (4-1/8 x 9-1/2").

C.25.8 Update Leave Questionnaire Packages (Bulk Delivery/Not mailed):

- a) *Questionnaire (8-page) Package 5*: Gather folded 8-page questionnaire, folded letter, one insert (folded), and BRM envelope (flat) and insert into outgoing envelope (6-1/16 x 10-1/16").
- b) *Questionnaire (16-page) Package 6*: Gather folded 16-page questionnaire, folded letter, two different inserts (one flat, one folded) and BRM envelope (flat) and insert into outgoing envelope (6-1/16 x 10-1/16").
- c) *Questionnaire (16-page) Package 9PR*: Gather folded 16-page questionnaire, folded letter, two different inserts (one flat, one folded), and BRM envelope (flat) and insert into outgoing envelope (6-1/16 x 10-1/16").

C.26 DEFECT PURGING (ALL PRODUCTS):

- a) The contractor shall identify spoilage and/or incorrectly printed or constructed products, as well as perform a purge and replacement of purged pieces.
- b) All products containing one or more Critical and/or Major defect shall be classified as defective and shall not knowingly be delivered.

- c) If a defective product is found, the contractor shall inspect 20 copies before and 20 copies after the defective product. If a Critical/Major defect is found in any of these 40 copies, the contractor shall inspect all copies in production sequence before and after the defective product until 20 successive defect-free copies are found in each direction.
- d) In no case shall the performance of defect purging relieve the contractor of their responsibility for conforming to the specified "Acceptable Quality Levels."
- e) The contractor will be required to inspect and record inspection results for each item. Comprehensive quality control records for all acceptance sampling that is performed must include machine stamped dates and times of exact time of when sampling was done. All QC samples are to be filed. At a minimum, the contractor shall inspect for:
 - f) Printing Attributes:
 - Type quality and uniformity
 - Solid and screen tint color match
 - Image position
 - Extraneous marks in the check boxes and answer zones

Finishing Attributes:

- Trim Size
 - Missing, duplicate, or blank pages
- g) The Government has the option of either: 1) having the contractor forward copies of the completed QC records to the appropriate Government office; or, 2) requiring the contractor to allow appropriate Government representatives to review these records during visits to the contractor's site.

C.27 REPORTS: The contractor will be required to email daily reports to the Census Bureau contact as specified and to Mary Newton at mnewton@gpo.gov.

The production report shall include, but is not limited to:

- plant location
- actual production against project plan
- any purged materials
- mail preparation
- number of packages mailed or delivered
- any other relevant performance details

The contractor is responsible for compiling this information from each location used in the production of this contract.

SECTION D: PACKING, LABELING, AND MARKING

D.1 PACKING:

When a shipping container is not completely filled, the contractor must package with materials of sufficient strength and durability and in such a manner, which will guarantee that the product will not be damaged and the container will not open nor split during transit.

D.1.1 Operational Test: Pack suitable the folded 8-page questionnaire, folded 16-page questionnaire, BRM envelope, and outgoing envelope (6-1/16 x 10-1/16”) in shipping containers not to exceed 45 pounds when fully packed. Each item is to be packed separately. Do NOT intermix items in shipping containers.

D.1.2 2020 Census: Any ordered copies remaining after completion of mailings are to be packed suitable in shipping containers not to exceed 45 pounds when fully packed.

D.2 LABELING AND MARKING:

- a) On the majority of task orders for the assembly/packaging/distribution operations, the Census Bureau will furnish a PDF file with a partially pre-filled packing label. Contractor to fill in the remainder of the required blanks, output label, and attach to shipping containers.
- b) For orders when a PDF file is not furnished, contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

D.3 ADDRESS AND BARCODE LAYOUTS (GENERAL):

Address file will be provided in a delimited or flat format containing the following elements:

- Survey Sponsor Case (Census) ID for the reporting unit.
- Sort Code (Identifiers used to determine the questionnaire or other form type, or mailing group).
- A MAD97 algorithm value generated by the Census Operational Control System.
- House number/street name or Puerto Rico Address Line 1.
- Unit Designation or Puerto Rico Address Line 2.
- City name or Puerto Rico Address Line 3.
- State abbreviation.
- Zip code.
- Plus4.
- A package or item ID which identifies the mailing package associated with the reporting unit. Values provided in gathering and assembly tables will be furnished with the task orders.
- Contact strategy, this identifies the panel (Census internal) associated with the address.
- Solicitation ID, identifier assigned by the Census Operation Control System that represents each interaction with a reporting unit.

The font for address text and Human Readable Interpretation (HRI) numbers shall be sans serif, 10-point (except where specified as 6-point), normal type (no bold).

Character numbers are positioned in delivered address records and are described in tables below.

D.4 ADDRESS AND BARCODE LAYOUTS (STATESIDE): *Barcoding is continuous (from one file to the next) with each mailing.*

D.4.1 Mailing Address Layout for Questionnaire Packages:

LINE(S) TO BE IMAGED	DESCRIPTION	CHARACTERS (from provided address file records)
1 - 4	Interleaved 2 of 5 barcode (18-digits)	Survey Sponsor ID + Sort Code + MAD97 CD
5	18-digit CID and sort code Number* (parsed)	Survey Sponsor ID + Sort Code + MAD97 (HRI)
6	Blank	
7	An optional endorsement line (blank if none)	
8	Intelligent Mail® Barcode	
9	The words "TO RESIDENT AT"	
10	Street Address	House Number/Street Name – 53 Characters
11	Unit designation (blank if none)	Unit Designation – 53 Characters
12	City, State, ZIP Code, or ZIP + 4 (if known)	28 characters (city), 2,5,4 characters state and zip

- a) For All Questionnaire Packages, an IMB for Origin Confirm shall be applied on the questionnaire to the left of the address block, prior to insertion into the outgoing envelopes.
- b) *The Census ID and sort code will be combined for a 18-digit barcode. The HRI of the Census ID (CID) will be provided in 12-character and 6-character strings (all numeric). The 12-characters will be left justified on the line below the interleaved 2 of 5 barcode. The contractor shall parse the 12-digit number with hyphens into the following eye-readable format. The 6-digit sort code shall be right justified (to the 12-digit barcode) and in 6-point font.
- c) Reading from left to right, as follows:

<left justified (below barcode)>
<4 -digits, hyphen, 4-digits, hyphen, 4-digits>

<right justified, 6-point font>
<6-digits>

1234-4678-9012

345678

D.4.2 Mailing Address Layout (Addressed Letters):

LINE(S) TO BE IMAGED	DESCRIPTION	CHARACTERS (from provided address file records)
1	An optional endorsement line (blank if none)	
2	Intelligent Mail® Barcode	
3	The words "TO RESIDENT AT"	
4	Street Address	House Number/Street Name – 53 Characters
5	Unit designation (blank if none)	Unit Designation – 53 Characters
6	City, State, ZIP Code, or ZIP + 4 (if known)	28 characters (city), 2,5,4 characters state and zip

- a) The contractor shall place the 12-digit Census ID (Survey Sponsor Case (Census) ID for the reporting unit in the Address file), in a designated box within the addressed English-only letters. On addressed bilingual letters, the contractor shall place the Census ID in designated boxes on both sides of the letter. The contractor shall parse the 12-digit number(s) with hyphens into the following format.

- b) Reading from left to right, as follows:

4-digits, 3-spaces, hyphen, 3-spaces, 4-digits, 3-spaces, hyphen, 3-spaces, 4-digits

1234 - 5678 - 9012

D.4.3 Mailing Address Layout (Postcards):

LINE(S) TO BE IMAGED	DESCRIPTION	CHARACTERS (from provided address file records)
1 - 3	Interleaved 2 of 5 barcode (12-digits)	Survey Sponsor ID –12 Characters
4	12-digit CID and sort code Number* (parsed)	Survey Sponsor ID –12 Characters (HRI)
5	Blank	
6	An optional endorsement line (blank if none)	
7	Intelligent Mail® Barcode	
8	The words “TO RESIDENT AT”	
9	Street Address	House Number/Street Name – 53 Characters
10	Unit designation (blank if none)	Unit Designation – 53 Characters
11	City, State, ZIP Code, or ZIP + 4 (if known)	28 characters (city), 2,5,4 characters state and zip

- a) *The Census ID will be a 12-digit barcode. The HRI of the Census ID will be provided as a 12-character string (all numeric). The 12-characters will be left justified on the line below the barcode. The contractor shall parse the 12-digit number with hyphens into the following eye-readable format.

- b) Reading from left to right, as follows:

4-digits, hyphen, 4-digits, hyphen, 4-digits
1234-5678-9012

D.5 CRITICAL: CENSUS IDENTIFICATION (CID):

- a) The placement of the CID and postal barcodes, as well as the addresses on the questionnaires and letters, is critical. The CID and the entire address, including postal barcodes, must be visible through the window of the outgoing envelope regardless of the shifting of the contents within the envelopes. There must be a minimum of 1/8” clear space from the left and right edges of the postal barcode and a minimum of 2/10” from the left and right edges of the CID barcodes and the edges of the window when the inserts are jogged in those directions. A minimum of 1/25” clearance is required from the top and bottom edges of the Intelligent Mail barcode (IMb) and the edges of the window, as well as other printing, when jogged in those directions. In addition, when the contents are jogged to the bottom of the envelope, there shall be a minimum of 1/25” clearance between the bottom line of the address and the bottom edge of the window.
- b) For questionnaire packages, the CID must show through the window of the Business Reply Mail envelope when the contents are jogged to the flap score. In addition, the IMB must show through the specially designed window of the BRM envelopes while maintaining the required clear space (i.e., 1/25” from top and bottom edges of barcodes and 1/8” from the left and right edges of barcodes to edges of window).

D.6 ADDRESS AND BARCODE LAYOUTS (PUERTO RICO): *Barcoding is continuous (from one file to the next) with each mailing.*

- a) The structure of the addresses in Puerto Rico is different from Stateside. There are different rules for the label and composition. There are five primary versions of the Puerto Rico address label, as denoted below. Contractor to apply a resident message, “*PARA EL RESIDENTE EN/TO THE RESIDENT OF*”, preceding the address lines on each mail piece.

c) ***Puerto Rico Version 1:***

Line 1: Condominium/Residencial Name
Line 2: House Number and (Street Name or Carretera or Ramal) and Unit Designation
Line 3: Preferred Municipio, “PR,” and ZIP Code

b) ***Puerto Rico Version 2:***

Line 1: Urbanización Name
Line 2: House Number and (Street Name or Carretera or Ramal) and Unit Designation
Line 3: Preferred Municipio, “PR,” and ZIP Code

c) ***Puerto Rico Version 3:***

Line 1: House Number and (Street Name or Carretera or Ramal)
Line 2: Unit Designation
Line 3: Preferred Municipio, “PR,” and ZIP Code

d) ***Puerto Rico Version 4:***

Line 1: Rural Route/Highway, Contract Number, and Box Number
Line 2: n/a*
Line 3: Preferred Municipio, “PR,” and ZIP Code

*Line 2 is left null to ensure that the city, state and address information contained in Line 3 is consistent across all address files for both Stateside and Puerto Rico.

e) ***Puerto Rico Version 5:***

Line 1: Area Name and House Number
Line 2: (Street Name or Carretera or Ramal) and KM/HM
Line 3: Preferred Municipio, “PR,” and ZIP Code

f) ***Puerto Rico Version 6:***

Line 1: Area Name and House Number
Line 2: (Street Name or Carretera or Ramal) and KM/HM
Line 3: Preferred Municipio, “PR,” and ZIP Code

- g) Versions 1, 2, 3, or 5 could be filled with mailing or location address information as appropriate. The priority order for determining what address should be used is as follows:

- 1) Condominium/Residencial mailing address (Version 1)
- 2) Urbanización mailing address (Version 2)
- 3) Area Name mailing address (Version 5)

- 4) City-style mailing address (Version 3)
- 5) Rural Route mailing address (Version 4)
- 6) Condominium/Residencial location address (Version 1)
- 7) Urbanización location address (Version 2)
- 8) Area Name location address (Version 5)
- 9) City-style location address (Version 3)
- 10) Kilometer/Hectometer address (Version 6)
- 11) The address is insufficient for mailing and will not be on the label file n/a

D.6.1 Mailing Address Layout – Puerto Rico Questionnaire Packages:

LINE(S) TO BE IMAGED	DESCRIPTION	CHARACTERS (from provided address file records)
1 – 4	Interleaved 2 of 5 barcode (18-digits)	Survey Sponsor ID + Sort Code + MAD97 CD
5	18-digit CID and sort code Number* (parsed)	Survey Sponsor ID + Sort Code + MAD97 (HRI)
6	Blank	
7	An optional endorsement line (blank if none)	
8	Intelligent Mail® Barcode	
9	The words “PARA EL RESIDENTE EN/TO THE RESIDENT OF”	
10	Address File “LINE1”	Puerto Rico Address Line 1 – 53 characters
11	Address File “LINE2”	Puerto Rico Address Line 2 – 53 characters
12	Address File “LINE3”	Puerto Rico Address Line 3 – 53 characters

- a) For All Questionnaire Packages, an IMB for Origin Confirm shall be applied on the questionnaire to the left of the address block prior to insertion into the outgoing envelopes.
- b) *The Census ID and sort code will be combined for a 18-digit barcode. The HRI of the Census ID will be provided in 12-character and 6-character strings (all numeric). The 12-characters will be left justified on the line below the interleaved 2 of 5 barcode. The Contractor shall parse the 12-digit number with hyphens into the following eye- readable format. The 6-digit sort code shall be right justified (to the 12-digit barcode) and in 6-point font.
- c) Reading from left to right, as follows:

<left justified (below barcode)>	<right justified, 6-point font>
<4 -digits, hyphen, 4-digits, hyphen, 4-digits>	<6-digits>
1234-4678-9012	345678

D.6.2 Mailing Address Layout – Puerto Rico Letter Packages:

LINE(S) TO BE IMAGED	DESCRIPTION	CHARACTERS (from provided address file records)
1	An optional endorsement line (blank if none)	
2	Intelligent Mail® Barcode	
3	The words “PARA EL RESIDENTE EN/TO THE RESIDENT OF”	
4	Address File “LINE1”	Puerto Rico Address Line 1 – 53 characters
5	Address File “LINE2”	Puerto Rico Address Line 2 – 53 characters
6	Address File “LINE3”	Puerto Rico Address Line 3 – 53 characters

- a) The contractor shall place the 12-digit Census ID on addressed letters in designated boxes on both sides of the letter. The contractor shall parse the 12-digit number(s) with hyphens into the following format.
- b) Reading from left to right, as follows:

4-digits, 3-spaces, hyphen, 3-spaces, 4-digits, 3-spaces, hyphen, 3-spaces, 4-digits
1234 - 5678 - 9012

D.6.3 Address Layout Postcards (PR)

LINE(S) TO BE IMAGED	DESCRIPTION	CHARACTERS (from provided address file records)
1 - 3	Interleaved 2 of 5 barcode (12-digits)	Survey Sponsor ID –12 Characters
4	12-digit CID and sort code Number* (parsed)	Survey Sponsor ID –12 Characters (HRI)
5	Blank	
6	An optional endorsement line (blank if none)	
7	Intelligent Mail® Barcode	
8	The words “PARA EL RESIDENTE EN/TO THE RESIDENT OF”	
9	Address File “LINE1”	Puerto Rico Address Line 1 – 53 characters
10	Address File “LINE2”	Puerto Rico Address Line 2 – 53 characters
11	Address File “LINE3”	Puerto Rico Address Line 3 – 53 characters

- a) *The Census ID will be a 12-digit barcode. The HRI of the Census ID will be provided in 12-character string (all numeric). The 12-characters will be left justified on the line below the barcode. The contractor shall parse the 12-digit number with hyphens into the following eye-readable format.
- b) Reading from left to right, as follows:

4-digits, hyphen, 4-digits, hyphen, 4-digits
1234-5678-9012

D.7 PACKING/LABELING AND MARKING/MAILING INSPECTIONS:

Packing, labeling and marking, and mailing inspection(s) will be required at the contractor’s/subcontractor’s plant for the purpose of establishing that the packing, labeling and marking, and mailing is being accomplished in accordance with contract quality attributes and requirements. A production inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

SECTION E: INSPECTION AND ACCEPTANCE

E.1 MMAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998):

This contract incorporates one or more clauses of the GPO Materials Management Acquisition Regulation (MMAR) by reference, with the same force and effect as if they were given in full text. The full text of a clause may be accessed electronically at:

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/mmar.pdf?sfvrsn=2>.

Clause No.	Clause Title	Clause Date
52.246-2	Inspection of Supplies-Fixed Price	(AUG 1996)
52.246-16	Responsibility for Supplies	(APR 1984)

E.2 FINAL INSPECTION AND ACCEPTANCE:

Final inspection and acceptance will be made by the Government. This section establishes the standards of performance that shall be met and maintained throughout the contract term.

E.3 QUALITY ASSURANCE LEVELS AND STANDARDS:

- a) The following levels and standards shall apply to these specifications unless otherwise stated.
- b) A contract awarded under this solicitation is subject to the GPO Contract Terms, Quality Assurance Through Attributes Program (QATAP) for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).
- c) Specifications require that the contractor's plants proposed for the printing and finishing be Quality Level II qualified prior to award.
- d) Instructions for Quality Level Sample Submission Procedures can be found at:
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>

E.3.1 Product Quality Levels (PQL):

- a) For each attribute, QATAP indicates either a specified standard or a nominal value along with tolerances that specify the range of acceptability. The following PQL was chosen based on the reliability of reproduction required, the desired aesthetic appearance, and the intended durability of the final usage of the product:
- b) Product Quality Levels:
 - 1) Printing Attributes – Level II
 - 2) Finishing Attributes – Level II
 - 3) Exception – Exceptions as specified within.
- c) Additional Quality Tolerances for Survey Forms, Envelopes, and Packages specified herein. Inspection Levels (from ANSI/ASQC Z1.4):
 - 1) Non-destructive Tests – General Inspection Level I.
 - 2) Destructive Tests – Special Inspection Level S-2.

- d) Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

- e) Special Instructions: In the event that the Government waives inspection of press sheets, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. O.K. Proofs; Electronic Media; Average Type Dimension in Publication.
P-9. Pantone Matching System.

E.3.2 Acceptable Quality Levels:

- a) Questionnaires:

Critical Defects – 1.0 defects per 100 items
Major Defects – 4.0 defects per 100 items

- b) Other Items:

Critical Defects – 1.0 defects per 100 items
Major Defects – 6.5 defects per 100 items

- c) The most restrictive attribute or tolerance shall govern in all cases. Information loss (e.g., a cut off page number) shall be assessed a critical defect.

P-7. O.K. Proofs; Furnished electronic media.

- d) In addition to the stated GPO quality levels and other quality requirements in this contract, the contractor shall follow current industry practices for process control and quality control techniques of press and finishing lines, including all process steps. These best practices shall be included in the Quality Plan. The most restrictive attribute or tolerance shall govern in all cases.

E.4. DEFINITIONS AND TOLERANCES:

Questionnaires will also be used in high-speed scanning equipment. The binding will be guillotined before inserting into scanning equipment. Questionnaires will be fed into scanning equipment with the Lead Edge first. The Lead Edge shall be defined as the right side of any odd numbered page and the left side of any even page.

E.5 SPECIFICATIONS FOR COLOR MATCH:

E.5.1 Questionnaires Only:

- a) The color match for Process Cyan, Pantone 320 (Teal), Pantone 368 (Green), and Pantone Purple ink is a specifically identifiable color termed a “dropout color” for these items only. The dropout ink shall not contain any black pigment.
- b) The data capture system being used for the questionnaires is a highly efficient system using scanned images of completed census questionnaires and a combination of Optical Mark Recognition (OMR) and Optical Character Recognition (OCR) to tabulate entries. Questionnaires must be printed with strict adherence to specifications on color, halftone, and color-to-black registration.

E.5.2 Density:

- a) Measurements shall be made with a spectral response ISO/ANSI Status T, D50 illumination, following ANSI CGATS.4-1993 Graphic Technology - Graphic arts reflection densitometry measurements - Terminology, equations, image elements and procedures, and following manufacturer's recommendations for calibration and operation of the instrument.
- b) All density measurements shall be relative measurements (substrate excluded). All density measurements to determine conformance to specifications must be made to dry ink film. When measurements relative to wet ink films are made (e.g., for process controls), the correlation between wet and dry shall be established.

E.5.3 Target Ink Densities:

- a) Process Cyan, Pantone 320 (Teal), Pantone 368 (Green), and Pantone Purple ink status T density, cyan or magenta filter nominal value for questionnaires shall be set by measurements of the specified standard (O.K. press sheet). The target nominals will be set at the press sheet inspection.
- b) The black solid status T density, visual filter, nominal value for questionnaires shall be set by measurements of the specified standard (O.K. press sheet). Solid black target nominals will be set at the press sheet inspection.

E.6 ADDITIONAL QUALITY TOLERANCES:

E.6.1 Questionnaire Color Tolerances:

- a) The tolerances shall apply to the nominal values that have been established at the press sheet inspection.
- b) *For Information Only:* The densities are intended to be consistent with the *Specification of Web Offset Publication (SWOP)* Tone Value increase (Total Dot Gain) target value of 20%.
- c) All colors have a plus/minus 0.05 tolerance.
- d) Classification of Defects:

Defect	Class of Defect
Exceeding tolerance for Solid Process Cyan, Pantone 320 (Teal), Pantone 368 (Green), or Pantone Purple, or ink Measurements: Cyan, Yellow or Magenta Density by less than 30%	Major
Exceeding tolerance for Solid Process Cyan, Pantone 320 (Teal), Pantone 368 (Green), or Pantone Purple, or ink Measurements: Cyan, Yellow or Magenta Density equal to or more than 30%	Critical
Exceeding tolerance for black solid on Questionnaires.	Major
A visible density shift in a flat tone of Process Cyan, Pantone 320 (Teal), Pantone 368 (Green), or Pantone Purple ink on Questionnaires.	Major

- Any unspecified black, process cyan, or Pantone 320, Pantone 368, or Pantone Purple ink image bleed (i.e., bleeding of the page) shall be classified as a Critical defect.
- Image Size: The printed image on any page shall not vary more than 1/16" from the specified dimensions. Nonconformance with this requirement shall be classified as a critical defect.
- Damaged Questionnaires: There shall be no tears longer than 1/32", no dog-ears, and no creased or folded over wrinkles. There shall be no wrinkles displacing the lead edge of the questionnaires more than 1/16" from a flat surface on which an unfolded sheet is laid. Nonconformance with this requirement shall be classified as a Major defect. Other wrinkles shall conform to GPO Publication 310.1, Attribute F-8., Product Quality Level II.
- Spots and Extraneous marks on questionnaires shall not exceed 0.20 square mm in size within the inside of variable content areas (check boxes and answer zones) and shall not exceed 0.40 square mm in size anywhere else on the item. This requirement does not supersede the barcode specification. Nonconformance with this requirement shall be classified as a Major defect. Strike-through (bleed through) shall be evaluated as spots or extraneous marks. When evaluating strike-through, questionnaires shall be placed printed side down on a black backing per ANSI CGATS.4-1993 and measured under standard viewing conditions.

E.6.2 Spots and Extraneous Marks:

Spots and extraneous marks on items other than questionnaires shall conform to GPO Publication 310.0, Attributes P-1. and P-2. with the exception that Category 2 extraneous marks shall be no larger than 5.00 square mm in total area. Nonconformance with this requirement shall be classified as a Major defect.

E.7 DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- a) All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

- b) These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list or to the largest consignment unless otherwise specified on the task order.
- c) A copy of the task order/specification and a signed Certificate of Selection of Random Copies must be included.
- d) A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

E.8 QUALITY ASSURANCE RANDOM COPIES:

- a) In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The task order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the task order must be included with the samples.
- b) Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and task order numbers must be furnished with billing as evidence of mailing.

E.9 CENSUS QUALITY ASSURANCE RANDOM COPIES:

- a) After approval is received on the press sheet inspection and starting with the first day of printing, the contractor shall, during each day, randomly select one (1) sample every 5,000 copies, of each type of press sheet produced that day. Each sample shall have: 1) the date and time, stamped by machine, when the sample was pulled; 2) the shift noted on the sample; and, 3) the press number noted on the sample.
- b) The contractor shall develop a method for selecting the press sheet samples that is acceptable to the Government. For example, if items are printed roll-to-roll, the samples may be selected from the tail of each output roll.
- c) If binding is performed as a separate operation, one (1) random sample for every 3,000 copies from each operation shall be selected. If the operations are combined into one continuous operation, one (1) random sample every 3,000 copies per day from each operation shall be selected. Each sample shall have: 1) the date and time, stamped by machine, when the sample was pulled; 2) the shift noted on the sample; and, 3) the press number noted on the sample.
- d) The On-Site Government Coordinators will inspect the Census Quality Assurance Random Copies indicated above. After inspection, the contractor shall ship these samples (marked "Quality Samples") overnight to the: US Census Bureau, NPC Quality Assurance Materials Section, Attn: Karen Evans, Building 61D, 1201 East Tenth Street, Jeffersonville, IN 47130. (Telephone: (812) 218-3757)

SECTION F: DELIVERIES AND PERFORMANCE

F.1 MMAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998):

This contract incorporates one or more clauses of the GPO Materials Management Acquisition Regulation (MMAR) by reference, with the same force and effect as if they were given in full text. The full text of a clause may be accessed electronically at:

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/mmar.pdf?sfvrsn=2>.

Clause No.	Clause Title	Clause Date
52.211-8	Time of Delivery	(JUN 1997)
52.211-9	Desired and Required Time of Delivery	(JUN 1997)
52.247-34	F.O.B. Destination	(NOV 1991)
52.242-15	Stop-Work Order	(AUG 1989)
52.242-17	Government Delay of Work	(NOV 1991)

F.2 SCHEDULE:

- a) Adherence to the schedule established on the individual task order must be maintained. Contractor must not start production of any job prior to receipt of the individual task order (GPO Form 2511).
- b) Furnished material must be picked up from and delivered to U.S. Census Bureau, Attn: Deborah Mockabee, Room HQ-3K420C, Gate 9, Remote Delivery Facilities (RDF), 4600 Silver Hill road, Suitland, MD 20746. (Telephone: (301) 763-4447).
- c) Proofs must be delivered to and picked up from: U.S. Census Bureau, Attn: Deborah Mockabee, Gate 9, Remote Delivery Facilities (RDF), Room HQ-3K420C, 4600 Silver Hill Road, Suitland, MD 20746. (Telephone: (301) 763-4447) NOTE: Proofs must deliver via traceable means. Approval/disapproval of proofs will come from the Suitland, MD address.
- d) No definite schedule for pickup of material/placement of task orders can be predetermined at this time. NOTE: Contractor must be prepared to accept the task orders for the Operational Test immediately upon contract award.

F.2.1 Schedule for Proofs and Prior to Production Paper Samples (as applicable) for ALL Task Orders:

The following schedule begins the workday after notification of the availability of task order and Government furnished material. The workday after notification will be the first workday of the schedule:

- No specific date is set for submission of proofs unless otherwise specified. Proofs must be submitted as soon as possible to allow for revised proofs if the contractor's errors are judged serious enough to require them.

NOTE: Prior to production paper samples and all ink drawdowns must be submitted at the same time the proofs are delivered.

- Proofs will be withheld five (5) workdays from receipt in the Government until they are made available for pickup by the contractor. NOTE: The first workday after receipt of proofs is day (1) one of the hold time.

F.2.2 Notional Schedule for Mailing: As applicable to each order, contractor to complete production of all items and complete distribution as follows:

a) ***Operational Test:***

- 1) The following schedule begins the workday after notification of the availability of task order and Government furnished material. The workday after notification will be the first workday of the schedule.
- 2) Contractor must complete production and distribution within 90 calendar days of notification of availability of task orders and furnished material. (No assembly required.)

b) ***2020 Census:***

- 1) Print files will be furnished to the contractor on or around June 1, 2019.
- 2) *Initial Mailing:* Address files will be furnished to the contractor in three parts. The first set of files (approximately 70% of the address universe) will be furnished on or around November 1, 2019. The second set of files (approximately 15% of the address universe) will be furnished on or around January 15, 2020. The third set of files (approximately 15% of the address universe) will be furnished on or around February 14, 2020. Contractor to complete mailing for target in-home delivery between March 12, 2020 and March 20, 2020.
- 3) *Second Mailing:* Address files will be furnished to the contractor in three parts. The first set of files (approximately 70% of the address universe) will be furnished on or around November 1, 2019. The second set of files (approximately 15% of the address universe) will be furnished on or around January 15, 2020. The third set of files (approximately 15% of the address universe) will be furnished on or around February 14, 2020. Contractor to complete mailing for target in-home delivery between March 16, 2020 and March 24, 2020.
- 4) *Third Mailing:* Address files will be furnished to the contractor starting March 19, 2020 and continuously through March 27, 2020. Contractor to complete mailing between March 23, 2020 and April 3, 2020.
- 5) *Fourth Mailing:* Address files will be furnished to the contractor starting March 31, 2020 and continuously through April 8, 2020. Contractor to complete mailing between April 4, 2020 and April 16, 2020.
- 6) *Fifth Mailing:* Address files will be furnished to the contractor starting April 11, 2020 and continuously through April 19, 2020. Contractor to complete mailing between April 17, 2020 and April 27, 2020.
- 7) *Supplemental Mailings:*
 - i. Questionnaire Packages: Address files will be furnished to the contractor starting April 17, 2020. Contractor to complete mailing April 22, 2020.
 - ii. Postcards: Address files will be furnished to the contractor starting May 13, 2020 and continuously through July 22, 2020. Contractor to complete mailing for target in-home delivery between May 18, 2020 and July 27, 2020.
- 8) *Update Leave Area Reminder Mailings:*
 - i. Letters: Address files will be furnished to the contractor starting February 14, 2020. Contractor to complete mailing for target in-home delivery on April 1, 2020.
 - ii. Postcards: Address files will be furnished to the contractor starting February 14, 2020. Contractor to complete mailing for target in-home delivery on April 20, 2020.

- 9) The address files for the third, fourth, fifth, and supplemental mailings are conditional in that the address files for responding households, after each mailing, are removed.
- c) The contractor must notify the GPO of the date and time the press sheet, binding/construction, or other inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401, or telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, prevailing Eastern Time. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)). When supplies are not ready at the time specified by the contractor for inspection(s), or an unreasonable amount of time is required to produce satisfactory inspection results, (i.e., more than two (2) hours), the Contracting Officer may charge to the contractor the additional cost of the inspection.
- d) The ship/deliver date indicated on the task order is the date products ordered for delivery f.o.b. destination MUST be delivered to the destination(s) specified and the date products ordered for shipping/mailing f.o.b. contractor's city MUST be delivered to the USPS or picked up by small package carrier.
- e) Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.
- f) For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

F.3 DISTRIBUTION:

a) Operational Test:

Deliver f.o.b. destination to one address in Jeffersonville, IN.

b) 2020 Census:

- Deliver f.o.b. destination all Update/Leave Area Questionnaire packages to one address in Jeffersonville, IN.
 - Mail f.o.b. destination all assembled packages and postcards (as specified in Section C.5) to domestic destinations nationwide, including the American Territories and APO/FPO addresses. Contractor is responsible for all costs associated with transporting mail packages to the USPS. (NOTE: No foreign mailing.)
 - Ship/mail f.o.b. contractor's city any remaining ordered copies after the mailing is completed as specified on the task order.
- c) Complete addresses and quantities will be furnished with the task orders (see Section F.2).
 - d) All mailing must go at the mail rate specified on the task order.
 - e) Contractor must mail using the furnished "Postage and Fees Paid" mailing indicia for all mailing.

- f) Contractor to ship/mail via traceable means (reimbursable) all copies remaining after the mailing is completed at the most economical means to the Government. Contractor will be reimbursed for shipping/postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing. Address to be provided after all distribution is completed.
- g) When applicable, the contractor is cautioned that the “Postage and Fees Paid” indicia may be used only for the purpose of mailing material produced under this contract. Orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the billing invoice for payment.
- h) All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” or “International Mail” as applicable.
- i) Certificate of Conformance: When using Permit Imprint Mail, the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement or statements supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found at:
<http://www.gpo.gov/vendors/sfas.htm>.
- j) USPS Requirements: Postal barcodes, including the Intelligent Mail ® Barcode (IMB), shall conform to USPS postal regulations. The Census Bureau will use the IMB, and possibly other barcodes, as specified by the Postal Service Regulations, including compliance with the Full Service IMB requirements. The contractor shall demonstrate completion of the USPS IMB certification process if required by the USPS. Interfaces with the USPS regarding achieving any barcode certification shall be the responsibility of the contractor. The contractor shall keep the Census Bureau informed at every step of the process and shall immediately inform the Census Bureau of any issues regarding the certification process. The contractor shall also be responsible for ensuring compliance with Mail Evaluation Readability Lookup Instrument (MERLIN) requirements and other Domestic Mail Manual (DMM) requirements. The contractor shall provide images (unaddressed) of each type of mail piece to the Census Bureau prior to each mailing.
- k) Postal Address Services and Tracing: The contractor shall comply with USPS requirements for introducing mail as a full service IMb mailer. The Census Bureau will provide the Mailer ID and associated return zip codes prior to delivery of the first address files.
- l) The contractor shall process all address files using Coding Accuracy Support System (CASS) certified address matching software and make processed files as described below available to the Census Bureau. The file formats will be jointly determined by the contractor and Census Bureau and finalized prior to delivery of a test address file.
- m) The contractor shall inform the Government if a file contains addresses that cannot be delivered by the USPS. These addresses meet the following criteria:
 - a. All address fields missing or invalid
 - b. STREET field missing or invalid
 - c. STATE field and ZIP field missing or invalid
 - d. CITY field and ZIP field missing or invalid
- n) At least two (2) workdays prior to each mailing, for each address record, the contractor shall provide to the Census Bureau output file(s) from the postal coding software and contractor’s address management. The contractor will only update the zip code fields in any address processing. These updates will be reflected in the fields described below.

- o) The file(s) shall contain the following output from DPV/CASS and other processing:
- 1) **SolicitationID** (Required for all records)
 - 2) **Destination IMb** (31 char, Required for outbound tracking only),
 - 3) **Origination IMb** (31 char, Required for Business Reply Mail, inbound tracking only)
 - 4) **Questionnaire Serial Number** (where applicable)
 - 5) **DPV_VACANT** (1 char): Contains the results of the call to the DPV Vacant table (dph.hsv). Valid codes are:
 - Y = Address was found in Vacant table
 - N = Address was not found in Vacant table
 - Blank = Address was not presented to hash table
 - 6) Additional or revised fields may be requested in a required Interface Control Document.
- p) The contractor shall use the proper codes or endorsements to employ requested services, as well as supplying any samples required by the USPS and filing all pre-shipment notifications. The contractor shall prepare mail and image (address) to employ IMb Destination Tracing, Address Correction Service type 2 - notice of non-delivery, Secure destruction of UAA's, and IMb Origin Tracing (questionnaire packages only). The contractor shall use the Mailer ID (and/or zip code(s) for origin confirm) provided by the Census Bureau for all IMbs. All assigned IMBs shall contain unique sequence numbers, which may not be reused throughout the duration of the project.
- q) At least three (3) weeks prior to receiving the first address file, the contractor shall provide a test file of the postal processing output. The layout of the record will be provided in the task order.
- r) Upon completion of each order, contractor must notify the Census Bureau (on the same day the order delivers/ships/mailed) via email to the address indicated on the task order. The subject line of the email shall be "Distribution Notice for Program 920-S, task order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/shipping/mailing method, and title of publication. Contractor must be able to provide copies of all delivery/shipping/mailing receipts upon agency request.
- s) All expenses incidental to picking up and returning materials, submitting proofs, prior to production paper samples/ink drawdowns, and furnishing sample copies must be borne by the contractor.

SECTION G: CONTRACT ADMINISTRATION DATA

G.1 TERM OF CONTRACT:

The term of this contract is for two (2) years beginning from Date of Award and ending October 31, 2020. Special attention is directed to the following clauses in this contract: "LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS," and "NOTIFICATION."

G.2 LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS:

- a) Funds are available for performance of this contract for the first program period only. The amount of funds at award is not considered sufficient for performance required for any program year other than the first program year. When additional funds are available for the full requirements for the next succeeding program year, the Contracting Officer shall, not later than 30 calendar days before the expiration of the program year for which performance has been funded (unless a later day is agreed to), so notify the contractor in writing. Notification that funds are not available shall effect cancellation of the contract.
- b) The Government is not obligated to the contractor for any amount over requirements for which funds have been made available and as obligated by each task order.
- c) The contractor is not obligated to incur costs for the performance required for any program year after the first unless and until written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program year for which funds have been made available.
- d) If this contract is terminated under the "Termination for Convenience of the Government" clause, "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "Work in Process" in that clause means the work under the program year requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiyear requirements.
- e) Notification to the contractor of an increase or decrease in the funds available for performance of the contract under another clause (e.g., the "Option" or "Changes" clause) shall not constitute the notification required by the first paragraph of this clause.
- f) This procedure shall apply for each successive fiscal year.

G.3 NOTIFICATION:

The contractor will be notified on or before September 30, 2019 of availability or non-availability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

G.4 EXTENSION OF CONTRACT TERM:

At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

G.5 SUBCONTRACTING:

- a) The predominant production functions are the printing and finishing of all items as required in these specifications. Any offeror who cannot perform the predominant functions will be determined to be not acceptable. The complex collation, assembly, and packaging of completely accurate sets of mail packages and validated mailings are also critical but may be subcontracted. The required printing and construction of envelopes may also be subcontracted.
- b) The contractor shall be responsible for enforcing all contract requirements outsourced to a subcontractor. If the contractor needs to add a subcontractor at any time after award, the subcontractor must be approved by the Government prior to production starting in that facility. If the subcontractor is not approved by the Government, the contractor must submit new subcontractor's information to the Government for approval 30 calendar days prior to the start of production at that facility.

G.6 CONTRACT MANAGEMENT:

Notwithstanding the contractor's responsibility for total management responsibility during the performance of the contract, the administration of the contract will require maximum coordination with the GPO points of contact during performance of the contract.

For the purpose of this contract, any reference to the Contracting Officer's Representative (COR) is the GPO contract administrator.

G.7 CONTRACTING OFFICER (CO):

Edris Rhinehart
U.S. Government Publishing Office
Agency Procurement Services,
Customer Services, DC Team 1
Room: C-838, Stop: CSAPS
Washington, DC 20401
Telephone: (202) 512-0755
Email: erhinehart@gpo.gov

G.8 CONTRACTING OFFICER'S AUTHORITY:

The Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of this contract and notwithstanding any provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's. In the event the contractor makes any changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made at the contractor's risk. No adjustment will be made in the contract terms and conditions of this contract including price without the Contracting Officer's written authorization.

G.9 ORDERING AUTHORITY:

All task orders on this contract will be issued by the Census Bureau directly.

G.10 FINANCIAL/BILLING REPORT:

- a) Upon completion of each order, the contractor shall submit an itemized statement for billing to the Census Bureau for examination and certification as to the correctness of the billing. Submit billing for review and sign-off to the Census Bureau contact as specified on the task order.

- b) A signed copy will be returned to the contractor for submission to GPO for payment. Upon receipt of the signed copy, billing invoices must be submitted to the U.S. Government Publishing Office for payment.
- c) ***Progress Payments for 2020 Census:*** It is anticipated that distribution of the printed products for certain task orders will not occur for a substantial amount of time after complete production (see notional schedule in Section F.2.2). Upon request of the contractor, progress payments shall be made to the contractor for task orders produced and completed that do not have distribution dates, for which a separate task order will be placed at a later date. These payments will only be made when approved by the Contracting Officer upon the following terms and conditions:
 - (1) *Computation of amounts.* Each progress payment will be made upon the submission of properly completed vouchers in accordance with the appropriate CLIN in Section B.
 - (2) *Recovery of progress payments.* Vouchers submitted by the contractor for payment shall be satisfied less the amount of progress payments paid to produce the items delivered until such items as the total of all progress payments has been recovered.
 - (3) *Reduction or suspension.* The Government reserves the right to withhold or reduce progress payments if in the opinion of the Contracting Officer the contractor is in such unsatisfactory financial condition or has so failed to make progress as to endanger contract performance and recoupment of progress payments.
 - (4) *Title to material and work.* When any progress payment is made under the contract, title to work performed under the contract shall vest in the Government, and title to all like property thereafter acquired or produced by the contractor and properly chargeable to the contract under generally accepted accounting principles shall vest in the Government. Notwithstanding the foregoing, the contractor shall bear the risk of loss of property, title to which vests in the Government pursuant to this clause. In the event of the loss or damage to, or destruction of, any such property prior to delivery to and acceptance by the Government, the contractor shall promptly replace such property at no additional cost to the Government or upon demand return any progress payment made pursuant to this clause. Upon completion of performance of all obligations of the contractor under the contract, title to all property and work not delivered to and accepted by the Government under the contract and to which title had vested in the Government under the contract shall vest in the contractor.
 - (5) *Records and reports.* The contractor shall maintain reasonable controls for proper administration of this clause and shall furnish such statements and information as may reasonably be requested by the Contracting Officer. The Government shall be afforded reasonable opportunity to examine the contractor's books, records, and accounts.
 - (6) *Default.* If a contract is terminated for default, the contractor shall, upon demand, pay to the Government the amount of progress payments, less any amount payable to the contractor in accordance with the default clause.
 - (7) *Reservation of rights.* The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.
 - (8) Contractor is responsible at their expense for the storage of all products awaiting distribution.
- d) Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of receiving payment. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

- e) Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.
- f) For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <http://www.gpo.gov/finance/index.htm>.
- g) Contractor's billing invoice must be itemized in accordance with CLIN structure specified in Section B. "PRICE SCHEDULE."

G.11 ASSIGNMENT OF JACKETS, PURCHASE AND TASK ORDERS:

A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual task order for each job placed with the contractor. The task order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

G.12 POSTAWARD CONFERENCE:

- a) Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Government Publishing Office, Washington, DC, immediately after award. At the Government's option, the postaward conference may be held via teleconference. Contractor will be notified of the date and time of the postaward conference.
- b) The purpose of the conference will be to discuss and review with the contractor's production personnel all aspects of the contractor's internal and external operations required to complete this contract. The contractor will conduct this conference during which time the contractor's previously approved preaward Production and QC Plans will be reviewed in depth. Attending this meeting will be Government representatives to establish coordination of all required operations. A representative from each involved production area shall be present.
- c) Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

G.13 ORDERING:

Items to be furnished under the contract shall be ordered by the issuance of task orders by the Government. Orders may be issued under the contract from Date of Award through October 31, 2020. All orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any task order. A task order/electronic order shall be "issued," upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to contractor in conformance with the schedule.

G.14 MMAR 52.216-22 INDEFINITE QUANTITY (OCT 1995):

- (a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.
- (b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

- (c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- (a) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; *provided*, that the Contractor shall not be required to make any deliveries under this contract after October 31, 2020.

G.15 CAR 1352.216-75 MINIMUM AND MAXIMUM CONTRACT AMOUNTS (MAR 2010):

During the term of the contract, the Government shall place orders totaling a minimum of \$250,000.00. The amount of all orders shall not exceed \$140,000,000.00.

G.16 LIQUIDATED DAMAGES:

- a) If the contractor fails to deliver the supplies or perform the services within the time specified by the contract, or any authorized extension thereof, the actual damage to the Government for the delay will be difficult or impossible to determine. Therefore, pursuant to the "Liquidated Damages" clause (GPO Contract Terms, Publication 310.2), in lieu of actual damages the contractor will pay to the Government as fixed, agreed, and liquidated damages for each workday of delay, the amount set forth below.
- b) Liquidated damages will be assessed against that part or parts of a task order which have not been mailed or shipped to the specified destination(s) on the specified date. Liquidated damages will not be assessed against that part or parts of an order which have been distributed on schedule.
- c) The amount of damages will be computed at the rate of five percent (5%) of the contract price of the quantity not distributed in accordance with the specifications for each workday the contractor is in default of the distribution schedule(s); Provided, that the minimum amount of liquidated damages will not be less than \$5.00 for the entire task order and not more than \$50,000.00 per day on the entire task order, except the total damages assessed against a contractor will in no case exceed fifty percent (50%) of the total value of the entire task order. Liquidated damages will not be assessed if the contractor has distributed at least ninety percent (90%) of the quantity ordered for distribution to each specified destination on or before the scheduled date.
- d) Liquidated damages will apply to all shipments except: Materials furnished the contractor which are to be returned to the Government; sample copies or materials for file or storage purposes; and shipments marked either "File Copies" or "Depository Copies" sent to the Government Publishing Office; if ordered. However, payment of an order will be withheld until evidence of shipment of such material or copies is furnished.

G.17 CONTRACT COMPLETION AND TRANSITION SERVICES:

The contractor shall not retain or distribute, in any form, any part of the materials furnished by the Government which are not consumed in the preparation of the work, or which are generated as a result of this contract. Proper control and handling must be maintained at all times to prevent any information, data, or materials required to produce the products ordered under these specifications from falling into unauthorized hands.

- a) ***Disposal of Waste Materials:*** All printing plates, paper waste, and erroneous copies produced by the contractor are to be destroyed by means of abrasive destruction, burning, shredding, or other method that guarantees complete protection against access.

The contractor, at a minimum, must crosscut shred all documents into squares not to exceed 1/4 inch. All documents to be destroyed cannot leave the security of the building and must be destroyed at contractor's printing site. The contractor must specify the method planned to dispose of the material.

- b) ***Disposal of Addressed Materials:*** All waste copies containing addresses must be destroyed in accordance with Section H.9.9.
- c) ***Disposal of Electronic Information:*** Immediately upon completion of production of each task order, or at the Government's request, the contractor shall sanitize electronic files, including, but not limited to, data protected by Title 13 of the U.S. Code in accordance with Section H.8.7. The Census Bureau will maintain an archive of furnished files.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 BUSINESS PRACTICES AND CONTRACT REQUIREMENTS:

It is expected that the practices described by the offeror in their response to this RFP shall be employed in their performance of all requirements of this contract. Written notice shall be received in advance by the Contracting Officer for approval of any changes to these practices.

H.2 CAR 1352.209-74 ORGANIZATIONAL CONFLICT OF INTEREST (APR 2010):

- (a) Purpose. The purpose of this clause is to ensure that the contractor and its subcontractors:
- (1) Are not biased because of their financial, contractual, organizational, or other interests which relate to the work under this contract, and
 - (2) Do not obtain any unfair competitive advantage over other parties by virtue of their performance of this contract.
- (b) Scope. The restrictions described herein shall apply to performance or participation by the contractor, its parents, affiliates, divisions and subsidiaries, and successors in interest (hereinafter collectively referred to as “contractor”) in the activities covered by this clause as a prime contractor, subcontractor, co-sponsor, joint venturer, consultant, or in any similar capacity. For the purpose of this clause, affiliation occurs when a business concern is controlled by or has the power to control another or when a third party has the power to control both.
- (c) Warrant and Disclosure. The warrant and disclosure requirements of this paragraph apply with full force to both the contractor and all subcontractors. The contractor warrants that, to the best of the contractor’s knowledge and belief, there are no relevant facts or circumstances which would give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, and that the contractor has disclosed all relevant information regarding any actual or potential conflict. The contractor agrees it shall make an immediate and full disclosure, in writing, to the Contracting Officer of any potential or actual organizational conflict of interest or the existence of any facts that may cause a reasonably prudent person to question the contractor’s impartiality because of the appearance or existence of bias or an unfair competitive advantage. Such disclosure shall include a description of the actions the contractor has taken or proposes to take in order to avoid, neutralize, or mitigate any resulting conflict of interest.
- (d) Remedies. The Contracting Officer may terminate this contract for convenience, in whole or in part, if the Contracting Officer deems such termination necessary to avoid, neutralize or mitigate an actual or apparent organizational conflict of interest. If the contractor fails to disclose facts pertaining to the existence of a potential or actual organizational conflict of interest or misrepresents relevant information to the Contracting Officer, the Government may terminate the contract for default, suspend or debar the contractor from Government contracting, or pursue such other remedies as may be permitted by law or this contract.
- (e) Subcontracts. The contractor shall include a clause substantially similar to this clause, including paragraphs (f) and (g), in any subcontract or consultant agreement at any tier expected to exceed the simplified acquisition threshold. The terms “contract,” “contractor,” and “Contracting Officer” shall be appropriately modified to preserve the Government’s rights.

- (f) Prime Contractor Responsibilities. The contractor shall obtain from its subcontractors or consultants the disclosure required in FAR Part 9.507-1, and shall determine in writing whether the interests disclosed present an actual, or significant potential for, an organizational conflict of interest. The contractor shall identify and avoid, neutralize, or mitigate any subcontractor organizational conflict prior to award of the contract to the satisfaction of the Contracting Officer. If the subcontractor's organizational conflict cannot be avoided, neutralized, or mitigated, the contractor must obtain the written approval of the Contracting Officer prior to entering into the subcontract. If the contractor becomes aware of a subcontractor's potential or actual organizational conflict of interest after contract award, the contractor agrees that the Contractor may be required to eliminate the subcontractor from its team, at the contractor's own risk.
- (g) Waiver. The parties recognize that this clause has potential effects which shall survive the performance of this contract and that it is impossible to foresee each circumstance to which it might be applied in the future. Accordingly, the contractor may at any time seek a waiver from the Head of the Contracting Activity by submitting such waiver request to the Contracting Officer, including a full written description of the requested waiver and the reasons in support thereof.

(End of clause)

H.3 NOTICE TO THE GOVERNMENT OF DELAYS:

In the event the Contractor encounters difficulty in meeting performance requirements or delivery schedules, the Contractor shall immediately notify the CO, in writing, giving pertinent details. The notification shall be for information purposes only and shall not be construed as a waiver by the Government of any delivery requirements.

H.4 CONFIDENTIALITY OF DATA:

- a) Duplication or disclosure of the data and other information to which the contractor shall have access as a result of this contract is prohibited. It is understood that throughout performance of this contract, the contractor shall have access to confidential data which is either the sole property of the Government or is the sole property of other than the contracting parties. The contractor and his subcontractor(s) (if any) agree to maintain the confidentiality of all data to which access may be gained throughout contract performance, whether title thereto vests in the Government or otherwise. The contractor and his subcontractor(s) (if any) agree to not disclose said data, any interpretations and/or translations thereof, or data derivative there from, to unauthorized parties in contravention of these provisions, without the prior written approval of the Contracting Officer or the party in which title thereto is wholly vested. Subcontractors are subject to the same stipulations and may be held responsible for any violations of confidentiality.
- b) Any designs, equipment, and concepts that evolve from performance hereunder shall be considered as "Confidential Information." The contractor shall not disclose any confidential information obtained in the performance of this contract. Any presentation of any designs, equipment, or concepts based on information obtained shall be subject to review and approval by the Government before publication or dissemination for accuracy of factual data and interpretation.
- c) During the course of this contract, the contractor shall have access to Government data relevant to this project as required. Any information, not previously published, received from the Government in connection with this contract or furnished to the contractor from other sources in response to the Government's requirements under this contract, shall be restricted to this project, and may not be disclosed or used for any other purpose without the prior written approval of the Contracting Officer. Title to Government-owned data shall remain with the Government. The contractor shall use the Government-owned data only in connection with this contract.

H.5 PROTECTION OF CONFIDENTIAL INFORMATION:

- (a) The contractor shall restrict access to all confidential information obtained from the Census Bureau in the performance of this contract to those employees and officials who need it to perform the contract. Employees and officials who need access to confidential information for performance of the contract will be determined at the postaward conference between the Contracting Officer and the responsible contractor representative, as needed, at the task order level.
- (b) All information provided by the Census Bureau to the contractor is For Official Use Only (FOUO).
- (c) The contractor shall process all confidential information obtained from Census Bureau in the performance of this contract under the immediate supervision and control of authorized personnel, and in a manner that will protect the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.
- (d) The contractor shall inform all personnel with access to the confidential information obtained from Census Bureau in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.
- (e) All confidential information obtained from Census Bureau for use in the performance of this contract shall be stored, at all times, in an area that is physically safe from unauthorized access.
- (f) The contractor shall not allow the transfer of Census Bureau FOUO information to laptop computers and/or personally assigned devices.
- (g) The contractor shall work with the Census Bureau to produce and maintain remedial plans that may be required to meet an acceptable level of risk.
- (h) The Government reserves the right to conduct on-site visits to review the contractor's documentation and in-house procedures for protection of confidential information.
- (i) The contractor shall contact the Census Bureau CIRT at (301) 763-3333 (Option 1) within 15 minutes whenever a system security violation is discovered or suspected.
- (j) If a subcontractor(s) is used in the performance of this contract, the subcontractor(s) shall conform to all security requirements of the contract.

H.6 CAR 1352.237-70 SECURITY PROCESSING REQUIREMENT – HIGH OR MODERATE RISK CONTRACTS (APR 2010):

- (a) Investigative Requirements for High and Moderate Risk Contracts. All contractor (and subcontractor) personnel proposed to be employed under a High or Moderate Risk contract shall undergo security processing by the Department's Office of Security before being eligible to work on the premises of any Department of Commerce owned, leased, or controlled facility in the United States or overseas, or to obtain access to a Department of Commerce IT system. All Department of Commerce security processing pertinent to this contract will be conducted at no cost to the contractor. The level of contract risk will determine the type and scope of such processing, as noted below.
 - (1) Investigative requirements for Non-IT Service Contracts are:
 - (i) High Risk – Background Investigation (BI).
 - (ii) Moderate Risk – Moderate Background Investigation (MBI).

- (2) Investigative requirements for IT Service Contracts are:
 - (iii) High Risk IT – Background Investigation (BI).
 - (iv) Moderate Risk IT – Background Investigation (BI).
- (b) In addition to the investigations noted above, non-U.S. citizens must have a pre-appointment check that includes an Immigration and Customs Enforcement agency check.
- (c) Additional Requirements for Foreign Nationals (Non-U.S. Citizens). To be employed under this contract within the United States, non-U.S. citizens must have:
 - (1) Official legal status in the United States;
 - (2) Continuously resided in the United States for the last two years; and
 - (3) Obtained advance approval from the servicing Security Officer of the contracting operating unit in consultation with the DOC Office of Security (OSY) headquarters. (OSY routinely consults with appropriate agencies regarding the use of non-U.S. citizens on contracts and can provide up-to-date information concerning this matter.)
- (d) Security Processing Requirement. Processing requirements for High and Moderate Risk Contracts are as follows:
 - (1) The contractor must complete and submit the following forms to the contact provided after award:
 - (i) Standard Form 85P (SF-85P), Questionnaire for Public Trust Positions;
 - (ii) FD-258, Fingerprint Chart with OPM's designation in the ORI Block; and
 - (iii) Credit Release Authorization.
 - (2) The Census Bureau will ensure that these forms have been properly completed, initiate the CD-254, Contract Security Classification Specification, and forward the documents to the cognizant Security Officer.
 - (3) Upon completion of security processing, the Office of Security, through the servicing Security Officer and the Sponsor, will notify the contractor in writing of an individual's eligibility to be provided access to a Department of Commerce facility or Department of Commerce IT system.
 - (4) Security processing shall consist of limited personal background inquiries pertaining to verification of name, physical description, marital status, present and former residences, education, employment history, criminal record, personal references, medical fitness, fingerprint classification, and other pertinent information. For non-U.S. citizens, the Census Bureau must request an Immigration and Customs Enforcement agency check. It is the option of the Office of Security to repeat the security processing on any contract employee at its discretion.
- (e) Notification of Disqualifying Information. If the Office of Security receives disqualifying information on a contract employee, the COR will be notified. The Census Bureau, in coordination with the Contracting Officer, will immediately remove the contract employee from duties requiring access to Departmental facilities or IT systems. Contract employees may be barred from working on the premises of a facility for any of the following:
 - (1) Conviction of a felony crime of violence or of a misdemeanor involving moral turpitude;
 - (2) Falsification of information entered on security screening forms or on other documents submitted to the Department;

- (3) Improper conduct once performing on the contract, including criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct or other conduct prejudicial to the Government, regardless of whether the conduct was directly related to the contract;
 - (4) Any behavior judged to pose a potential threat to Departmental information systems, personnel, property, or other assets.
 - (f) Failure to comply with security processing requirements may result in termination of the contract or removal of contract employees from Department of Commerce facilities or denial of access to IT systems.
 - (g) Access to National Security Information. Compliance with these requirements shall not be construed as providing a contract employee clearance to have access to national security information.
 - (h) The contractor shall include the substance of this clause, including this paragraph, in all subcontracts.
- (End of clause)

H.7 CAR 1352.239-72 – SECURITY REQUIREMENTS FOR INFORMATION TECHNOLOGY RESOURCES (APR 2010):

- a. Applicability. This clause is applicable to all contracts that require contractor electronic access to Department of Commerce sensitive non-national security or national security information contained in systems or administrative control of systems by a contractor that process or store information that directly supports the mission of the Agency.
- b. Definitions. For purposes of this clause, the term “Sensitive” is defined by the guidance set forth in the Computer Security Act of 1987 (P.L. 100-235), including the following definition of the term:
 - 1. Sensitive information is “... any information, the loss, misuse, or unauthorized access to, or modification of which could adversely affect the national interest or the, conduct of federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (The Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy.”
 - 2. For purposes of this clause, the term “National Security” is defined by the guidance set forth in:
 - (i) The DOC IT Security Program Policy and Minimum Implementation Standards, Section 4.3.
 - (ii) The DOC Security Manual, Chapter 18.
 - (iii) Executive Order 12958, as amended, Classified National Security Information.

Classified or national security information is information that has been specifically authorized to be protected from unauthorized disclosure in the interest of national defense or foreign policy under an Executive Order or Act of Congress.

- 3. Information technology resources include hardware, application software, system software, and information (data). Information technology services include the management, operation (including input, processing, transmission, and output), maintenance, programming, and system administration of computer systems, networks, and telecommunications systems.

- c. The contractor shall be responsible for implementing sufficient Information Technology security, to reasonably prevent the compromise of DOC IT resources for all of the contractor's systems that are interconnected with a DOC network or DOC systems that are operated by the contractor.
- d. All contractor personnel performing under this contract and contractor equipment used to process or store DOC data, or to connect to DOC networks, must comply with the requirements contained in the *DOC Information Technology Management Handbook* (see DOC, Office of the Chief Information Officer website), or equivalent/more specific agency or operating unit counsel guidance as specified immediately hereafter (see Section H.8).
- e. Contractor personnel requiring a user account for access to systems operated by the contractor for DOC or interconnected to a DOC network to perform contract services shall be screened at an appropriate level in accordance with Commerce Acquisition Manual 1337.70, *Security Processing Requirements for Service Contracts*.
- f. Within 5 days of receiving agency clearance notification from the COR and no later than 45 days after contract award, the contractor shall certify in writing to the COR that its employees, in performance of the contract, have completed initial IT security orientation training in DOC IT Security policies, procedures, computer ethics, and best practices, in accordance with *DOC IT Security Program Policy*, chapter 15, section 15.3. The COR will inform the contractor of any other available DOC training resources. Annually thereafter the contractor shall certify in writing to the COR that its employees, in performance of the contract, have completed annual refresher training as required by section 15.4 of the *DOC IT Security Program Policy*.
- g. Within 15 days of contract award, the contractor shall provide the COR with signed acknowledgement of the provisions as contained in Commerce Acquisition Regulation (CAR), 1352.209-72, *Restrictions Against Disclosures*.
- h. The contractor shall afford DOC, including the Office of Inspector General, access to the contractor's and subcontractor's facilities, installations, operations, documentation, databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection, investigation, and audit to safeguard against threats and hazards to the integrity, availability, and confidentiality of DOC data or to the function of computer systems operated on behalf of DOC, and to preserve evidence of computer crime.
- i. For all contractor-owned systems for which performance of the contract requires interconnection with a DOC network on which DOC data will be stored or processed, the contractor shall provide, implement, and maintain a System Accreditation Package in accordance with the *DOC IT Security Program Policy*. Specifically, the contractor shall:
 - 1. Within 14 days after contract award, submit for DOC approval a System Certification Work Plan, including project management information (at a minimum the tasks, resources, and milestones) for the certification effort, in accordance with *DOC IT Security Program Policy*. The Certification Work Plan, approved by the COR, in consultation with the DOC IT Security Officer, or Agency/operating unit counsel IT Security Manager/Officer, shall be incorporated as part of the contract and used by the COR to monitor performance of certification activities by the contractor of the system that will process DOC data or connect to DOC networks. Failure to submit and receive approval of the Certification Work Plan may result in termination of the contract.
 - 2. Upon approval, follow the work plan schedule to complete system certification activities in accordance with *DOC IT Security Program Policy* Section 6.2, and provide the COR with the completed System Security Plan and Certification Documentation Package portions of the System Accreditation Package for approval and system accreditation by an appointed DOC official.

3. Upon receipt of the Security Assessment Report and Authorizing Official's written accreditation decision from the COR, maintain the approved level of system security as documented in the Security Accreditation Package, and assist the COR in annual assessments of control effectiveness in accordance with *DOC IT Security Program Policy*, Section 6.3.1.1.
- j. The contractor shall incorporate this clause in all subcontracts that meet the conditions in paragraph (a) of this clause.

H.8 AUTHORITY TO OPERATE AND CONTINUOUS MONITORING:

- a) The contractor shall achieve an Authority to Operate (ATO) and shall perform continuous monitoring for the contractor's systems (the "Solution") used for Census printing and mailing operations. The Solution shall have a valid ATO issued by the Census Bureau Authorizing Official(s).
- b) The contractor shall comply with the Risk Management Framework Assessment and Authorization process and comply with the Census Bureau IT Security Program Policy (ITSPP), NIST 800-37 Revision 1, NIST 800-53 Revision 4, and the Required Security Controls for Census Bureau. The contractor's Solution will be categorized as a moderate system per FIPS 199, and subsequently, the set of Security Controls associated with the Solution will be at a moderate level. Once the Solution is categorized per FIPS 199, the Solution is then assessed against the set of NIST 800-53 controls using the NIST 800-37 framework. The Census Bureau Authorizing Official(s) then makes a Risk Based Decision in approving or disapproving the ATO. Once the Solution receives an approved ATO, the contractor will perform continuous monitoring on the Solution per the requirements in Section H.8.4.
- c) The contractor will be required to address the following areas:
 - 1) Assessment & Authorization Process
 - 2) Assessment & Authorization Package Documentation
 - 3) Continuous Monitoring
 - 4) Vulnerability and Compliance Scanning
 - 5) Management and Remediation of Weaknesses

H.8.1 Assumptions and Constraints:

- The contractor shall comply with all IT security policies, procedures, and methodologies in use by the Census Bureau. Requirements set forth by the Census Bureau incorporate and supersede any general guidance published by the National Institute of Standards and Technology or Department of Commerce.
- Any proposed cloud solution must be FedRAMP certified, and all applicable customer responsibility controls will need to be addressed through the Risk Management Framework Assessment and Authorization process.
- All information systems used within the Solution shall have an Census Bureau approved ATO in order to a) store, process, or transmit U.S. Government information, b) provide an access portal for users external to the Census Bureau or c) interconnect with any Census Bureau systems.

H.8.2 Assessment and Authorization Process: The contractor is required to complete the Assessment & Authorization (A&A) process and receive an ATO prior to processing, storing, or transmitting any U.S. Government information. The policies, procedures, and methodologies included in Bureau USCB ITSPP, NIST 800-37 Revision 1, NIST 800-53 Revision 4, and the Required Security Controls for Census Bureau will be used to govern the A&A process for the contractor's Solution; any Solution that is in conflict with these requirements will not be allowed to move into production operations.

H.8.3 Assessment and Authorization Package Documentation:

- a) The creation of the Assessment and Authorization Package documentation is the responsibility of the contractor. Required Authorization Package documentation includes, but is not limited to, the System Categorization, System Security Plan, Risk Assessment Report, Security Control Assessment Report, Plan of Action and Milestones, and System Authorization Memoranda, as specified below.
- b) The Assessment and Authorization Package Documentation is to be submitted to the Government as part of the ATO process.
- c) The Census Bureau has the right to review the Assessment and Authorization Package documentation and request additional evidence as necessary to validate the Solution's security compliance.
 - 1) *System Categorization*: Provide data types processed and advise on provisional impact levels.
 - 2) *System Security Plan*: Provide system description, system interconnections, and description of control implementations.
 - 3) *Risk Assessment Report*: Provide information on threats and countermeasures.
 - 4) *Privacy Impact Assessment*: Complete a Privacy Impact Assessment.
 - 5) *E-Authentication Risk Assessment*: Complete E-authentication Risk Assessment.
 - 6) *Contingency Plan*: Create a contingency plan for the proposed solution.
 - 7) *Supporting Procedures Required by NIST SP 800-53 Controls (i.e., Configuration Management Plan, Security Awareness Training Plan, etc.)*: Create supporting procedures for each control family.
 - 8) *Security Control Assessment Plan*: Provide security control assessment plan for continuous monitoring.
 - 9) *Security Control Assessment Report*: Provide the security control assessment report outlining the status of all the required security controls.
 - 10) *Plan of Action and Milestones (POAM)*: Identify remediation steps and timelines for all POAM items.

H.8.4 Continuous Monitoring: The contractor shall perform continuous monitoring activities in accordance with NIST 800-37 Revision 1 and NIST 800-137. The Security Control Assessment Plan and Security Control Assessment Report along with supporting evidence shall be provided to Census Bureau as requested.

H.8.5 Vulnerability and Compliance Scanning: Monthly authenticated vulnerability and compliance scanning should be performed on the Solution. A monthly report shall be provided to Census Bureau. Critical and high vulnerabilities shall be remediated within 30 calendar days. Medium and Low vulnerabilities shall be remediated within 60 calendar days.

H.8.6 Management and Remediation of Weaknesses: The contractor will be responsible for tracking and remediating all Plan of Action and Milestones for all weaknesses identified during the Assessment and Authorization process, continuous monitoring, and monthly vulnerability and compliance scanning activities.

H.8.7 Data Sanitization, Methods, and Sanitization by Type of Media: The contractor shall sanitize data in accordance with Attachment J-1: Data Sanitization, Methods, and Sanitization by Type of Media.

H.9 PHYSICAL SECURITY: After award, but prior to processing Title 13 data, the contractor shall be in accordance with the following (to be verified by Census Bureau):

- a) Contractor's facilities must meet requirements outlined by the Department of Homeland Security (DHS) Interagency Security Committee (ISC) Risk Management Process for Federal facilities. This process provides the method for determining the facility security level (FSL) based on the characteristics of each facility and the Federal occupant(s). Once this phase is complete, it is followed by an appropriate application of countermeasures based on the FSL to mitigate the impact of an undesirable event.
- b) The contractor shall provide for site-specific physical security at all contractor facilities used in the production of this contract. The contractor shall work with the Office of Security at the Census Bureau to determine the appropriate security controls for each site based on the facility's security level determined by the Office of Security.
- c) The contractor shall ensure that the space used in the production of this contract is kept separate from other operations in the contractor's facilities. The contractor shall develop physical and logical barriers (as determined by the Office of Security based on the level of classification given to the facility) to ensure that only authorized personnel work in spaces reserved for the Census Bureau. The contractor shall restrict access to locations where census data are handled to avoid unintentional or accidental disclosure.
- d) At any time during the term of the contract, the Census Bureau reserves the right to inspect contractor facilities to ensure compliance with the DHS Interagency Security Committee guidelines.
- e) Site Specific Security Requirements:
 - 1) All partitions and walls separating any Government-leased (or provided, if applicable) space from other space in the building shall extend from the structural floor slab to the ceiling slab or the roof.
 - 2) All emergency exit doors shall be equipped with panic-bar type hardware (e.g., crash bars), allowing exit without the use of a key. Additionally, the emergency exit device will have a local alarm feature (with disabling key) that sounds when the door is opened.
 - 3) Site exterior lighting at entrances, exits, parking lots, garages, and CCTV locations. For minimum lighting levels, refer to the Illuminating Engineering Society (IES) Lighting Handbook. Lighting should be sufficient to illuminate potential areas of concealment and provide for the safety of personnel moving between adjacent parking areas, streets, alleyways, and around the facility. Site lighting should be coordinated with the closed-circuit television (CCTV) system.
 - 4) Blinds, curtains, or other window treatments in production areas shall be installed to prevent visual observation.
 - 5) Require photo ID that is worn and is visible at all times when in controlled space.
 - 6) Provide a means to secure employee entrance doors and to verify the identity of persons requesting access prior to allowing entry in the facility by physical or electronic means.
 - 7) Use signage to designate nonpublic areas and establish procedures to prevent unauthorized access. Require visitors to nonpublic areas be sponsored by an authorized employee and escorted at all times.
 - 8) Secure perimeter doors with non-removable hinges and high-security mechanical or electronic locks.

- 9) Secure emergency exit doors using an automatic door closer and exit hardware that are compliant with applicable life safety codes and standards. Monitor all emergency exits via visual, electronic, or audible means.
- 10) Provide CCTV coverage of personnel entrances and exits. Record CCTV views using a digital medium and retain recordings for at least 60 calendar days. Post signage at the entrance of the location for surveillance.
- 11) Provide an Intrusion Detection System (IDS) (e.g., motion/door contacts) on perimeter entry and exit doors, and operable ground-floor windows. The IDS shall report all conditions (alarms, troubles, tests, etc.) to an alarm monitoring service. Keypads are to be located inside the protected space. Any alarm wiring that runs through non-government leased space shall be encased in conduit. The contractor will ensure that the appropriate monitoring service has uploaded the alarm system program and that all zones have been fully tested and communicate.
- 12) Provide uninterruptable emergency power to essential electronic security system for a minimum of 4 hours.
- 13) Develop, publish, and maintain an Occupant Emergency Plan (OEP) and conduct annual training/exercises.
- 14) Inspect all mail/packages and deliveries visually prior to distribution throughout the facility. Refer to the DHS ISC Safe Mail Handling procedures which can be accessed at:
https://www.fbiic.gov/public/2010/nov/safe_Mail_Handling.pdf.

H.10 SECURITY WARNING:

- a) It is the contractor's responsibility to properly safeguard FOUO from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss.
- b) All employees working on this contract must –
 - Be familiar with current information on security, privacy, and confidentiality as they relate to the requirements of this contract.
 - Obtain pre-screening authorization before using sensitive or critical applications pending a final suitability determination as applicable to the specifications.
 - Lock or logoff their workstation/terminal prior to leaving it unattended.
 - Act in an ethical, informed, and trustworthy manner.
 - Protect sensitive electronic records.
 - Be alert to threats and vulnerabilities to their systems.
 - Are prohibited from having any mobile devices or cameras in sensitive areas that contain confidential materials, including areas where shredding and waste management occurs.
- c) Contractor's managers working on this contract must –
 - Monitor use of mainframes, PCs, LANs, and networked facilities to ensure compliance with national and local policies, as well as the Privacy Act statement.
 - Ensure that employee screening for sensitive positions within their department has occurred prior to any individual being authorized access to sensitive or critical applications.
 - Implement, maintain, and enforce the security standards and procedures as they appear in this contract and as outlined by the contractor.
 - Contact the security officer within 24 hours whenever a systems security violation is discovered or suspected.

- d) Applicability – The responsibility to protect FOUO information applies during the entire term of this contract. All contractors must secure and retain written acknowledgement from their employees stating they understand these policy provisions and their duty to safeguard FOUO. These policy provisions include, but are not limited to, the following:
- Employees are required to have locking file cabinets or desk drawers for storage of confidential material, if applicable.
 - Material is not to be taken from the contractor's facility without express permission from the Government.
 - Employees must safeguard and protect all Government records from theft and damage while being transported to and from contractor's facility.
- e) The following list provides examples of situations where personally identifiable information is not properly safeguarded –
- Leaving an unprotected computer containing Government information in a non-secure space (e.g., leaving the computer unattended in a public place, in an unlocked room, or in an unlocked vehicle).
 - Leaving an unattended file containing Government information in a non-secure area (e.g., leaving the file in a break-room or on an employee's desk).
 - Storing electronic files containing Government information on a computer or access device (flash drive, CD, etc.) that other people have access to (not password-protected).
- f) This list does not encompass all failures to safeguard personally identifiable information (PII) but is intended to act as an alert to the contractor's employees to situations that must be avoided. Misfeasance occurs when an employee is authorized to access Government information that contains sensitive or personally identifiable information and, due to the employee's failure to exercise due care, the information is lost, stolen, or inadvertently released.
- g) Whenever the contractor's employee has doubts about a specific situation involving their responsibilities for safeguarding personally identifiable information, they should consult the Contracting Officer or the contract administrator.

H.11 TITLE 13 CLAUSES:

H.11.1 CAR 1352.209-72 – RESTRICTIONS AGAINST DISCLOSURE (APR 2010):

- (a) The contractor agrees, in the performance of this contract, to keep the information furnished by the Government or acquired/developed by the contractor in performance of the contract and designated by the Contracting Officer or Contracting Officer's Representative, in the strictest confidence. The contractor also agrees not to publish or otherwise divulge such information, in whole or in part, in any manner or form, nor to authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to such information while in the contractor's possession, to those employees needing such information to perform the work described herein, *i.e.*, on a "need to know" basis. The contractor agrees to immediately notify the Contracting Officer in writing in the event that the contractor determines or has reason to suspect a breach of this requirement has occurred.
- (b) The contractor agrees that it shall not disclose any information described in subsection (a) to any person unless prior written approval is obtained from the Contracting Officer. The contractor agrees to insert the substance of this clause in any consultant agreement or subcontract hereunder.

(End of clause)

H.11.2 CAR 1352.209-75 Title 13 and Non-Disclosure Requirements (APR 2010):

The Census Bureau's data are protected by Title 13 of the United States Code. The contractor may not use Title 13 data for any purpose other than the intended purpose for which it is supplied or obtained. All contractor personnel who will have access to Title 13 data must take an oath and complete the Census Bureau Form BC-1759 (Special Sworn Status) that requires nondisclosure of Title 13 data. An authorized Census Bureau employee or a Notary Public must administer the oath of nondisclosure. (End of clause)

H.12 OPERATIONAL AND QUALITY CONTROL (QC) PLANS:

- a) The contractor shall submit the following Operational and Quality Control Plans within 15 calendar days of contract award. Each plan shall include, at a minimum, the content described in the following sections.
- b) The contractor shall be responsible for the quality, technical, logistical, and financial accuracy of the work performed, and for the coordination of all aspects of performance. The contractor shall establish and maintain an Operational Plan and a Quality Control (QC) Plan to ensure the requirements of the contract are met. The Plans shall be prepared in accordance with the requirements in this specification.
- c) The contractor must include with the proposed plans a checklist verifying that all the components of the plans specified below have been addressed.
- d) In the event that a change is required in the Operational and/or Quality Control Plans after review of the plans, the contractor shall submit the revised Plan to GPO within five (5) workdays of notification.
- e) The contractor shall submit both an Operational Plan and a Quality Control Plan for the prime contractor, each subcontractor, and for all phases of production.

H.12.1 Operational Plan: The Operational Plan shall consist of, at a minimum, the following:

- Production Plan
- Facilities and Equipment Plan
- Personnel Plan
- Security Plan

H.12.1.1 Production Plan: A production plan for the prime contractor and each subcontractor shall be submitted. At a minimum, the Plan must include:

- a) Production Flow and Methods –
 - 1) A detailed flow chart containing the proposed step-by-step methods of production, including subcontractors, for all phases of production.
 - 2) How the coordination will be handled from one production phase to the next.
 - 3) How production phases performed by subcontractors will be coordinated and who (name, title, and company name) will be responsible for the production phases and the coordination thereof.
 - 4) The proposed method of Variable Computerized Imaging as well as the proposed location for all questionnaire serialized barcodes on questionnaires (i.e., page location and page numbers).
 - 5) The plan for how the contractor will replace spoiled/destroyed products and meet product delivery schedules.
 - 6) The plan for how production and purge information will be communicated to the Government.

- 7) The plan for assuring that the densitometer values of the ink on the specified paper are within tolerance. Density tests of ink shall conform to the requirements of Section E.5.
- 8) The plan for how the contractor intends to control contaminates or perceived contaminates from entering the mailstream (i.e., dust, paper fibers, etc.).

Note that contamination of products with a material that is harmful, or may be perceived by recipients as harmful, poses a potentially significant risk to the success of the Census operations. Therefore, the use of any powders in printing and finishing processes is not permitted. The contractor also shall minimize excess dust and paper fibers through the control of dust causing agents from dull slitters, dull cutter knives, etc. The contractor shall change cutters and knives at regular intervals to ensure paper dust is not generated, and shall ensure all such measures are addressed in the contractor's Production and QC Plans.

- 9) Storage of each product, including the storage of the final product until final shipment is made.
- 10) How the final products will be staged/shipped.
- 11) The plan for how the contractor would address significant changes in either content or quantity of the required materials. (For example, how will the contractor's production plan be adjusted to allow for a quantity increase of up to 30% for any CLIN on any issued task order? How will the production plan be adjusted to address a content change that requires reprinting of the questionnaire or other materials?)

b) Production Schedule –

- 1) Purchase and delivery dates for paper and ink supplies, and other raw materials.
- 2) The proposed master schedule of all start-up dates of all phases of production for all items which will show the operation (i.e., printing, construction, folding, binding, computerized imaging, package assembly, storage, transportation, etc.), length of the production period for each operation, anticipated quantity, completion rate per production day for each item and operation.
- 3) The proposed schedule of shifts and times to be worked to complete all phases of production (including days of the week and calendar dates to be worked).

- c) Additionally, the Production Plan must include other special requirements that the contractor deems necessary to successfully perform the contract.

H.12.1.2 Facilities and Equipment Plan: A facilities and equipment plan for the prime contractor and each subcontractor shall be submitted. At a minimum, the Plan must include:

- a) The name and address of all facilities (including subcontractors) that will be used for each phase of production.
- b) The number and types of printing presses and other equipment used for production of each item, including the hourly and daily output capacity of each press and/or machine.
- c) If the contractor intends to use multiple plants, the production plans must indicate which plants will be used and the quantity to be produced in each plant. This requirement applies to all Security requirements, tests, and live production.
- d) A floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and the printing and finishing locations.

- e) The facilities description shall include the Offeror's contingency/backup facility plan as follows:
- 1) The contractor must have a backup facility with the capability of producing the products required under this specification if for any reason(s) (act of God, labor disagreements, etc.) the contractor is unable to perform at any location currently being used during production.
 - 2) Plans for their contingency production must be prepared and submitted as part of the Facilities and Equipment Plan. These plans must include the location of the facility to be used, equipment available at the facility, and a timetable for the start of production at that facility.
 - 3) Part of the plan must also include the transportation of Government materials from one facility to another at no cost to the Government. The contractor must produce items from a test file at the new facility for verification of software prior to producing the products at this facility.
 - 4) All terms and conditions of this contract will apply to the backup facility. Due to the time sensitive nature of the products produced on this contract, the contractor must maintain the original schedule set forth in this contract.
- f) The Offeror's plan must explain how the facilities they propose to use to house Title 13 data are capable of meeting the physical security requirements described in the solicitation in Section H.9.

H.12.1.3 Personnel Plan: A personnel plan for the prime contractor and each subcontractor shall be submitted. At a minimum, the Plan must include:

- a) The following information for the contractor's primary contact for the overall contract and an alternate (back-up) contact: company name; individual name and title; work address; telephone numbers (office and cellular); fax number; and email address.
- b) The company name, individual name, and title of person(s) responsible for each production phase.
- c) The approximate number of personnel at each production facility that will need security clearance. Identify the general order of priority for which clearances for each person/group must be completed in order to support the workflow described in the production plan.
- d) Anticipated onboarding schedule for new employees who will be hired to support this work.

H.12.1.4 Security Plan: The contractor must submit a comprehensive Security Plan that is in accordance with Section H.9.

H.12.2 Quality Control (QC) Plan: The Quality Control Plan shall consist of, at a minimum, the following:

- QC Plan for all products
- Supplemental QC Plan Component for Questionnaires, Special Characteristics

H.12.2.1 QC Plan for All Products: The QC plan shall encompass all phases of production for all items in the contract. The minimum elements to be included in the Quality Control Plan are:

- a) Identify the primary point of contact (company name, individual name, and title of person(s)) for all quality matters during the life of the contract. The name of the official shall be provided in the plan along with title, position, email address, and telephone number.
- b) The plan for QC staffing.
- c) The plan for how samples will be pulled and measured.

- d) The plan for how quality metrics are gathered and communicated to the Government.
- e) Evaluation of Government-furnished material.
- f) Assurance that materials (e.g., paper and ink) meet requirements.
- g) Assurance that components from different sources (subcontractors and subsidiary plants) will be compatible BEFORE the start of production.
- h) Process controls, inspections, and tests.
 - 1) Quality information, including records of process controls, inspections, tests, management reports, and defect elimination procedures. Records of process controls, inspections, and tests shall be maintained, dated and time stamped, and made available to the Government for six (6) months after the expiration of the warranty period of this contract. Copies of the forms used to record the inspections and test results shall be submitted with the Plan.
 - 2) Procedures for assuring that all variable data (e.g., serialized barcodes, addresses, and Postal barcodes) are accurately and completely imaged in the correct location, on the correct item, and that all addressed items are mailed or distributed accordingly. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable imaging occurs (e.g., due to equipment malfunction).
 - 3) Methods for assuring that packages are complete and contain the correct item according to specified package descriptions. These procedures also shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable imaging occurs (e.g., due to equipment malfunction).
 - 4) The plan for identifying defective product, purging defective materials, and segregating defective materials so that they do not get mailed.
 - 5) The written plan shall also contain an outline description of how, where, and when in the production process each system element will be performed. The plan shall consist of sections in accordance with the elements described above.

H.12.2.2 Supplemental QC Plan Component for Questionnaires, Special Characteristics: The plan shall describe, for each of the Special Characteristics listed below for the questionnaires only, the method to be used for process controls, inspections, and tests.

- a) The following includes a minimum number of characteristics (contractor may add more as necessary):
 - 1) Damaged Questionnaires
 - 2) Offset Image Position
 - 3) Spot Color and Cyan ink
 - 4) Integrity of Questionnaires content. Page ID barcodes must be scanned to ensure that the barcode data matches the eye-readable HRIs on each page.

- 5) Variable Computerized Serial Numbers on Questionnaires. Unique serial numbers shall be generated and then printed on questionnaire pages to ensure that each questionnaire displays the same generated serial number on all of its designated pages and that no two or more questionnaires display the same serial number.
- b) For each special characteristic, the plan shall include:
 - 1) How and with what equipment the process controls, inspections, and tests will be performed.
 - 2) Where, when, how often, and on how many components in the production process the process controls, inspections, and tests will be performed.
 - 3) The name and title of the person(s) at the prime contractor and subcontractor(s) who will perform the process controls, inspections, and tests.

H.13 QUALITY SYSTEMS AUDIT:

- a) Following the postaward conference, and after a review of the contractor's written quality control plan/procedures, the Government may conduct an in-depth audit of contractor's quality control methods, quality systems, and quality plans in a formal walk-through. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract.
- b) Failure to maintain the quality systems in accordance with the contractor's plan approved by the Government may result in the Government's termination of the contract for default. Performance of all elements and functions of the Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.
- c) The contractor shall ensure that appropriate and effective controls are in place for all operations including, but not limited to, the following segments of operations, to control access and limit the possibility of contamination: printing and construction of items, operations, storage, staging and loading of materials for transport, actual transportation of materials regardless of distance or duration, and receipt of transported materials.

H.14 GOVERNMENT ON-SITE REPRESENTATIVES:

- a) One (1) or more Government representatives may be present at the contractor's production facility to provide oversight, surveillance, and coordination, for the duration of each shift, to monitor the production, reviewing quality of products, reviewing labeling and configuration of mailing packages, etc.
- b) These representatives do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the contractor's QC official. It is the responsibility of the contractor to identify points of contact for the Government Representatives. These representatives shall have access to all production areas, escorted if necessary, where the Census work is being produced. The contractor/subcontractor(s) must provide office space for the Government representatives. The office must be in an enclosed secured area adjacent to the production operation(s).
- c) Government Representatives must be furnished the following:
 - Office space with a desk and two (2) work tables, telephone capable of receiving and making outside telephone calls including long distance capability. The contractor will be reimbursed for any charges/toll calls made by Government Representatives upon presentation of voucher and verifiable documentation. The office must be in an enclosed secured area adjacent to the production operation(s).

- Unlimited access to a nearby copier, fax machine, printer, and access to the Internet (preferably wi-fi at a minimum 10mbs).
- For PSIs, the contractor shall make available a space with standard lighting conditions for the Government Representatives to review product samples (i.e., PIA/GATF 5000K).

H.15 PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
- (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
- (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

H. 16 CAR 1352.227-70 RIGHTS IN DATA, ASSIGNMENT OF COPYRIGHT (APR 2010):

The contractor agrees to assign copyright to data, including reports and other copyrightable materials, first produced in performance of this contract to the United States Government, as represented by the Secretary of Commerce.

(End of clause)

H.17 NOTICE OF SUPPLY CHAIN RISK ASSESSMENT:

After contract award, the Department of Commerce will conduct an assessment of the supply chain risk associated with the awardee's proposal. To facilitate the speed of this postaward review, all offerors shall submit the Supply Chain Risk Assessment Information requested in Attachment J-2: Notice of Supply Chain Risk Assessment with their proposals by the solicitation closing date. The awardee may be asked to, and by submission of their proposals is deemed to have agreed to, submit additional information regarding their supply chain at the Department of Commerce's request in order to permit the Department of Commerce to conduct a thorough assessment. In the event the Census Bureau determines the awardee's supply chain presents an unacceptable risk, the Government may terminate the contract, or a portion thereof, for its convenience. The Census Bureau may, at its sole discretion, provide the awardee an opportunity to mitigate risks the Department identifies in their supply chain in lieu of terminating the contract, or a portion thereof, for convenience.

SECTION I: CONTRACT CLAUSES

I.1 REGULATIONS GOVERNING PROCUREMENT:

The U.S. Government Publishing Office is an agency of the legislative branch of the United States Government. Accordingly, the Materials Management Acquisition Regulation and GPO Printing Procurement Regulations are applicable to this procurement.

I.2 MMAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998):

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. The full text of a solicitation clause may be accessed electronically at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/mmar.pdf?sfvrsn=2>.

Clause No.	Clause Title	Clause Date
52.202-1	Definitions	(DEC 2001)
52.203-3	Gratuities	(APR 1984)
52.203-5	Covenant Against Contingent Fees	(APR 1984)
52.203-6	Restriction on Subcontractor Sales to the Government	(JUL 1995)
52.203-7	Anti-Kickback Procedures	(JUL 1995)
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	(JAN 1997)
52.210-10	Price or Fee Adjustment for Illegal or Improper Activity	(JAN 1997)
52.203-11	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	(APR 1991)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions	(JUL 1995)
52.211-5	Material Requirements	(JUN 1997)
52.215-1	Instructions to Offerors – Competitive Acquisition	(AUG 2000)
52.215-2	Audit and Records – Negotiation	(MAY 2001)
52.215-8	Order of Precedence	(JUN 1999)
52.215-10	Price Reduction for Defective Cost or Pricing Data	(OCT 1997)
52.215-12	Subcontractor Cost or Pricing Data	(OCT 1997)
52.215-14	Integrity of Unit Prices	(OCT 1997)
52.215-19	Notification of Ownership Change	(OCT 1997)
52.217-2	Cancellation Under Multi-year Contracts	(OCT 1997)
52.222-1	Notice to the Government of Labor Disputes	(OCT 1997)
52.222-3	Convict Labor	(FEB 1997)
52.222-4	Contract Work Hours and Safety Standards Act – Overtime Compensation	(JUN 2003)
52.217.5	Evaluation of Options	(SEP 2000)
52.222-20	Walsh-Healey Public Contracts Act	(JUL 1990)
52.222-21	Prohibition of Segregated Facilities	(DEC 1996)
52.222-26	Equal Opportunity	(FEB 1999)
52.222-35	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	(APR 2002)
52.222-36	Affirmative Action for Workers with Disabilities	(DEC 2001)
52.222-37	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	(JUN 1998)
		(DEC 2001)

Clause No.	Clause Title	Clause Date
52.223-6	Drug Free Workplace	(MAR 2000)
52.223-14	Toxic Chemical Release Reporting	(OCT 2000)
52.225-1	Buy American Act – Supplies	(MAY 2002)
52.225-13	Restrictions on Certain Foreign Purchases	(JUL 2000)
52.227-1	Authorization and Consent	(JUL 1995)
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement	(AUG 1996)
52.227-3	Patent Indemnity	(APR 1984)
52.227-14	Rights in Data - General	(JUN 1987)
52.227-15	Representation of Limited Rights Data and Restricted Computer Software	(MAY 1999)
52.227-16	Additional Data Requirements	(JUN 1987)
52.227-19	Commercial Computer Software – Restricted Rights	(JUN 1987)
52.229-3	Federal, State and Local Taxes	(JAN 1991)
52.229-5	Taxes – Contracts Performed in U.S. Possessions or Puerto Rico	(APR 1984)
52.229-6	Taxes – Foreign Fixed-Price Contracts	(JAN 1991)
52.232-1	Payments	(APR 1984)
52.232-8	Discounts for Prompt Payments	(FEB 2002)
52.232-11	Extras	(APR 1984)
52.232-17	Interest	(JUN 1996)
52.232-23	Assignment of Claims	(JAN 1986)
52.232-24	Prohibition of Assignment of Claims	(JAN 1986)
52.232-34	Payment by Electronic Funds Transfer – Other Than Central Contractor Registration	(MAY 1999)
52.233-1	Disputes	(JUL 2002)
52.233-3	Protest After Award	(AUG 1996)
52.239-1	Privacy or Security Safeguards	(AUG 1996)
52.242-13	Bankruptcy	(JUL 1995)
52.243-1	Changes – Fixed-Price	(AUG 1987)
52.244-2	Subcontracts	(AUG 1998)
52.246-20	Warranty of Services	(MAY 2001)
52.247-21	Contractor Liability for Personal Injury and/or Property Damage	(APR 1984)
52.247-22	Contractor Liability for Loss of and/or Damage to Household Goods	(JAN 1991)
52.247-39	F.O.B Inland Point, Country of Importation	(APR 1984)
52.248-1	Value Engineering	(FEB 2000)
52.249-2	Termination for Convenience of the Government (Fixed-Price)	(SEP 1996)
52.249-8	Default (Fixed-Price Supply and Services)	(APR 1984)
52.252-2	Clauses Incorporated by Reference	(FEB 1998)
52.252-6	Authorized Deviations in Clauses	(APR 1984)
52.253-1	Computer Generated Forms	(JAN 1991)

I.3 MMAR 52.227-15 REPRESENTATION OF LIMITED RIGHTS DATA AND RESTRICTED COMPUTER SOFTWARE (MAY 1999):

- (a) This solicitation sets forth the work to be performed if a contract award results, and the Government's known delivery requirements for data (as defined in MMAR 27.401). Any resulting contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at 52.227-16 of the MMAR, if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data-General clause at 52.227-14 that is to be included in this contract. Under the latter clause, a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data in lieu thereof. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor's facility.
- (b) As an aid in determining the Government's need to include Alternate II or Alternate III in the clause at 52.227-14, Rights in Data-General, the Offeror shall complete paragraph (c) of this provision to either state that none of the data qualify as limited rights data or restricted computer software, or identify, to the extent feasible, which of the data qualifies as limited rights data or restricted computer software. Any identification of limited rights data or restricted computer software in the Offeror's response is not determinative of the status of such data should a contract be awarded to the Offeror.
- (c) The Offeror has reviewed the requirements for the delivery of data or software and states *[Offeror check appropriate block]*-
- ☐ None of the data proposed for fulfilling such requirements qualifies as limited rights data or restricted computer software.
 - ☐ Data proposed for fulfilling such requirements qualify as limited rights data or restricted computer software and are identified as follows:

Note: "Limited rights data" and "Restricted computer software" are defined in the contract clause entitled "Rights in Data-General."

(End of provision)

SECTION J: LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

- Printing Procurement Regulations, United States Government Printing Office, GPO Publication 305.3 (Rev. 4-14):
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/ppr.pdf?sfvrsn=2>
- GPO Contract Terms (GPO Publication 310.2 (Rev. 1-18):
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>
- MMAR Clauses or Provisions:
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/mmar.pdf?sfvrsn=2>
- CAR Clauses or Provisions: <http://farsite.hill.af.mil/reghtml/regs/other/car/car1toc.htm#TopOfPage>
- FAR Clauses or Provisions: <https://www.acquisition.gov/?q=browsefar>

LIST OF ATTACHMENTS:

J-1: Data Sanitization, Methods, and Santiization by Type of Media

J-2: Notice of Supply Chain Risk Assessment

**SECTION K:
REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS**

NOTE: Unless otherwise specified, all clauses specified in this section are MMAR clauses.

THE OFFEROR MAKES THE FOLLOWING REPRESENTATIONS AND CERTIFICATIONS AS A PART OF THE OFFER IDENTIFIED ABOVE. (CHECK THE APPROPRIATE BOXES AND FILL IN BLANKS, AS APPLICABLE.)

K.1 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985):

(a) The offeror certifies that—

- (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signator –

- (1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above

[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];

- (ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(I) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
 - (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (3) If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K.2 52.203-4 CONTINGENT FEE REPRESENTATION AND AGREEMENT (APR 1984):

- (a) Representation. The offeror represents that, except for full-time bona fide employees working solely for the offeror, the offeror-- [NOTE: For interpretation of the representation, including the term "bona fide employees," see Subpart 3.4 of the Federal Acquisition Regulation.]

- (1) ☐ has, ☐ has not, employed or retained any person or company to solicit or obtain this contract; and
- (2) has, ☐ has not, paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

- (b) Agreement. The offeror agrees to provide information relating to the above Representation as requested by the Contracting Officer and, when subparagraph (a)(1) or (a)(2) is answered affirmatively, to promptly submit to the Contracting Officer –

- (1) A completed Standard Form 119, Statement of Contingent or Other Fees, (SF 119); or
- (2) A signed statement indicating that the SF 119 was previously submitted to the same contracting office, including the date and applicable solicitation or contract number, and representing that the prior SF 119 applies to this offer or quotation.

K.3 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998):

- (a) *Definitions.*

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

- (b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (MMAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.
- (c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in MMAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

- (d) *Taxpayer Identification Number (TIN).*

- ☐ TIN: _____.
- ☐ TIN has been applied for.

- ☐ TIN is not required because:
 - ☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
 - ☐ Offeror is an agency or instrumentality of a foreign government;
 - ☐ Offeror is an agency or instrumentality of the Federal Government.

(e) *Type of organization.*

- ☐ Sole proprietorship;
- ☐ Partnership;
- ☐ Corporate entity (not tax-exempt);
- ☐ Corporate entity (tax-exempt);
- ☐ Government entity (Federal, State, or local);
- ☐ Foreign government;
- ☐ International organization per 26 CFR 1.6049-4;
- ☐ Other _____.

(f) *Common parent.*

- ☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.
- ☐ Name and TIN of common parent:

Name _____

TIN _____

K.4 52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUN 1991):

- (a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.

DUNS Number: _____

- (b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

- (c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet home page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

K.5 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (APR 2001):

- (a) (1) The Offeror certifies, to the best of its knowledge and belief, that –
- (i) The Offeror and/or any of its Principals –
 - (A) Are ☐, are not ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
 - (B) Have ☐, have not ☐, within the three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
 - (C) Are ☐, are not ☐ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and
 - (D) Have ☐, have not ☐, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - (E) Are ☐, are not ☐, presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(D) of this provision.
 - (ii) (A) The offeror, aside from the offenses enumerated in paragraphs (a)(1)(i)(A), (B), and (C) of this provision, has ☐, has not ☐, within the past three years, relative to tax, labor and employment, environmental, antitrust, or consumer protection laws –
 - (1) Been convicted of a Federal or State felony (or has any Federal or State felony indictments currently pending against them); or,
 - (2) Had a Federal court judgment in a civil case brought by the United States rendered against them; or,
 - (3) Had an adverse decision by a Federal administrative law judge, board, or commission indicating a willful violation of law.
 - (B) If the offeror has responded affirmatively, the offeror shall provide additional information if requested by the Contracting Officer; and
 - (iii) The Offeror has ☐, has not ☐, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
- (2) “Principals,” for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

- (b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror non-responsible.
- (b) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

K.6 52.209-7 ORGANIZATIONAL CONFLICT OF INTEREST CERTIFICATE-MARKETING CONSULTANTS (NOV 1991): (Applicable to negotiated acquisitions if the offer exceeds \$200,000.)

(a) Definitions.

- (1) Marketing consultant means any independent contractor who furnishes advice, information, directions, or assistance to an offeror or any other contractor in support of the preparation or submission of an offer for a Government contract by that offeror. An independent Contractor is not a marketing consultant when rendering –
 - (i) Services excluded in Subpart 37.204;
 - (ii) Routine engineering and technical services (such as installation, operation, or maintenance of systems, equipment, software, components, or facilities);
 - (iii) Routine legal, actuarial, auditing, and accounting services; or,
 - (iv) Training services.
 - (2) Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectively in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.
- (b) An individual or firm that employs, retains or engages contractually one or more marketing consultants in connection with a contract, shall submit to the Contracting Officer, with respect to each marketing consultant, the certificates described below, if the individual or firm is notified that it is the apparent successful offeror.

(c) The certificate must contain the following:

- (1) The name of the agency and the number of the solicitation in question.
- (2) The name, address, telephone number, and Federal taxpayer identification number of the marketing consultant.
- (3) The names, addresses, and telephone number of a responsible officer or employee of the marketing consultant who has personal knowledge of the marketing consultant's involvement in the contract.
- (4) A description of the nature of the services rendered by or to be rendered by the marketing consultant.
- (5) The name, address, and telephone number of the client or clients, and the name of a responsible officer or employee of the marketing consultant who is knowledgeable about the services provided to such client(s), and a description of the nature of the services rendered to such client(s), if, based on information provided to the Contractor by the marketing consultant, any marketing consultant is rendering or, in the 12 months preceding the date of the certificate, has rendered services respecting the same subject matter of the instant solicitation, or directly relating to such subject matter, to the Government or any other client (including any foreign government or person).
- (6) A statement that the person who signs the certificate for the prime Contractor has informed the marketing consultant of the existence of Subpart 9.5 and Office of Federal Procurement Policy Letter 89-1.
- (7) The signature, name, title, employer's name, address, and telephone number of the persons who signed the certificates for both the apparent successful offeror and the marketing consultant.

(d) In addition, the apparent successful offeror shall forward to the a certificate signed by the marketing consultant that the marketing consultant has been told of the existence of Subpart 9.5 and Office of the Federal Procurement Policy Letter 89-1, and the marketing consultant has made inquiry, and to the best of the consultant's knowledge and belief, the consultant has provided no unfair competitive advantage to the prime Contractor with respect to the services rendered or to be rendered in connection with the solicitation, or that any unfair competitive advantage that, to the best of the consultant's knowledge and belief, does or may exist, has been disclosed to the offeror.

(e) Failure of the offeror to provide the required certifications may result in the offeror being determined ineligible for award. Misrepresentation of any fact may result in the assessment of penalties associated with false certifications or such other provisions provided for by law or regulation.

K.7 52.215-7 ANNUAL REPRESENTATIONS AND CERTIFICATIONS-NEGOTIATION (OCT 1997):

The Offeror has [*check the appropriate block*]:

- ☐ (a) Submitted to the contracting office issuing this solicitation, annual representations and certifications dated _____ [*insert date of signature on submission*] that are incorporated herein by reference, and are current, accurate, and complete as of the date of this proposal, except as follows [*insert changes that affect only this proposal; if "none," so state*]:
- ☐ (b) Enclosed its annual representations and certifications.

(End of provision)

K.8 52.219-1 SMALL BUSINESS CONCERN REPRESENTATION (MAY 1991) (DEVIATION MMAR 52.219-1):

- (a) Representation. The offeror represents and certifies as part of its offer that it ☐ is, or ☐ is not, a small business concern.
- (b) Definition. Small business concern, as used in this provision, means a concern, including its affiliates that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in this solicitation.
- (c) Notice. Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or, any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall (1) be punished by imposition of a fine, imprisonment, or both; (2) be subject to administrative remedies including suspension and debarment; and (3) be ineligible for participation in programs conducted under the authority of the Act.

K.9 52.219-15 NOTICE OF PARTICIPATION BY ORGANIZATIONS FOR THE HANDICAPPED (APR 1991):

- (a) Definitions.

“Handicapped individual” means a person who has a physical, mental, or emotional impairment, defect, ailment, disease, or disability of a permanent nature which in any way limits the selection of any type of employment for which the person would otherwise be qualified or qualifiable.

“Public or private organization for the handicapped” means one (1) which is organized under the laws of the United States or of any State, operated in the interest of handicapped individuals, the net income of which does not inure in whole or in part to the benefit of any shareholder or other individual; (2) which complies with any applicable occupational health and safety standard prescribed by the Secretary of Labor; and (3) employs in the production of commodities and in the provision of services, handicapped individuals for not less than 75 percent of the direct labor required for the production of provision of the commodities or services.

- (b) Certification. The offeror certifies that it is ☐ is not ☐ a public or private organization for the handicapped. An offeror certifying in the affirmative is eligible to participate in any resultant contract as if it were a small business concern.
- (c) Agreement. An offeror certifying as a public or private organization for the handicapped agrees that at least 75 percent of the direct labor required in the performance of the contract will be performed by handicapped individuals.

K.10 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999):

The Offeror represents that:

- (a) It ☐ has, ☐ has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;
- (b) It ☐ has, ☐ has not filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed Subcontractors, will be obtained before subcontract awards.

K.11 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984):

The Offeror represents that-

- (a) It ☐ has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2); or
- (b) It ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

K.12 52.223-1 CLEAN AIR AND WATER CERTIFICATION (APR 1984):

(Applicable if the offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)

The offeror certifies that –

- (a) Any facility to be used in the performance of this proposed contract is ☐, is not ☐, listed on the Environmental Protection Agency List of Violation Facilities;
- (b) The offeror will immediately notify the Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the offeror proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and
- (c) The offeror will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

K.13 52.223-13 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (OCT 2000)

- (a) Executive Order 13148, of April 21, 2000, Greening the Government through Leadership in Environmental Management, requires submission of this certification as a prerequisite for contract award.
- (b) By signing this offer, the Offeror certifies that:
 - (1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the Offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or
 - (2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: *[Check each block that is applicable.]*
 - (i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed in 40 CFR 372.65;

- (ii) ☐ The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);
- (iii) ☐ The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);
- (iv) ☐ The facility does not fall within the following Standard Industrial Classification (SIC) codes or their corresponding North American Industry Classification System sectors:
- (A) Major group code 10 (except 1011, 1081, and 1094.
- (B) Major group code 12 (except 1241).
- (C) Major group codes 20 through 39.
- (D) Industry code 4911, 4931, or 4939 (limited to facilities that combust coal and/or oil for the purpose of generating power for distribution in commerce).
- (E) Industry code 4953 (limited to facilities regulated under the Resource Conservation and Recovery Act, Subtitle C (42 U.S.C. 6921, et seq.), or 5169, or 5171, or 7389 (limited to facilities primarily engaged in solvent recovery services on a contract or fee basis); or
- (v) ☐ The facility is not located in the United States or its outlying areas.

K.14 AUTHORIZED NEGOTIATORS:

The Offeror represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals or quotations:

Name	Title
Location	Phone

By signature on the solicitation form, I hereby affirm that I am authorized, on behalf of the company, to enter into binding contractual agreements with the Government; and furthermore, that the person(s) named above ☐ are, ☐ are not, likewise so authorized.

(Signature of the officer or employee responsible for the offer and date)

K.15 CERTIFICATION:

I HEREBY CERTIFY THAT I WILL ADHERE TO THE DATA RIGHTS CLAUSE(S) AND THAT THE RESPONSES TO THE ABOVE REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS ARE ACCURATE AND COMPLETE.

SIGNATURE: _____

TITLE: _____

DATE: _____

SECTION L: INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS/CONTRACTORS

L.1 OVERVIEW OF PROCESS:

The Government intends to evaluate proposals and award a contract without discussions. The offeror's proposal should contain their best terms from a technical and price standpoint. The Government reserves the right to conduct discussions if the Contracting Officer determines doing so to be in the Government's best interest. Discussions shall be conducted in accordance with the instructions in Section L.10.

NOTE: Multiple proposals will not be accepted or evaluated.

L.2 TYPE OF CONTRACT:

The Government shall award an Indefinite Delivery/Indefinite Quantity (IDIQ) type contract as the result of the issuance of this Request for Proposal (RFP) for services. Individual task orders will be issued and awarded on a fixed price basis. Each task order will be issued in accordance with Section G.13.

L.3 INQUIRIES:

Offerors shall submit all questions concerning this solicitation in writing via e-mail to erhinehart@gpo.gov. Questions shall be received no later 1:00 p.m., Washington, DC time, on August 27, 2018. All responses to the questions will be made in writing and posted publicly. Inquiries may or may not result in one or more amendments to the solicitation.

L.4 EXPENSES RELATED TO OFFEROR SUBMISSIONS:

The Government will not reimburse an offeror for any costs incurred in submission of a proposal including any related travel, nor will it reimburse for any necessary studies or designs for the preparation of such proposals, demonstration, or services procured in preparing proposals, or any other expenses required by the offeror in order to qualify for award.

L.5 SUBMISSION OF WRITTEN PROPOSALS:

- a) Offerors shall submit their initial proposals by 1:00 p.m., Washington, DC time on September 10, 2018.
- b) The proposal shall conform to the solicitation provisions and be prepared in accordance with Section L. To aid in evaluation, the proposal shall be clearly and concisely written as well as being neat, indexed (cross-indexed, as appropriate), and logically assembled to follow the structure of the RFP. All pages of each part shall be appropriately numbered and identified with the name of the offeror, the date, and the solicitation number. Offerors who do not follow the prescribed format below may be found non-compliant and removed from further consideration for award.
- c) Each offeror shall clearly address the written proposal specifications as specified in the Section L.8. The offeror's discussions of requirements and proposed solutions shall be consistent with the structure of the RFP. A table of contents shall be developed. The offeror shall restate each requirement, and clearly describe, and discuss in detail the proposed solution. Mere acknowledgement of a requirement, or a discussion limited to statements such as "we acknowledge this requirement", "recognized commercial methods will be used" or "standard procedure will be followed" are unacceptable, and may be grounds for exclusion of the proposal from further consideration. Any reference to supporting documentation shall clearly identify the locations(s) within that documentation where clear substantiating information is to be found.

d) Each offeror shall submit separate three (3) volumes:

- Volume I – Technical Proposal
- Volume II – Price Proposal
- Volume III – Supply Chain Risk Assessment

NOTE: Pricing information shall not be included anywhere other than in Volume II.

e) **MARKINGS:** It is important that the offer is sealed and the outer envelope or wrapping of the offer is addressed as follows:

Mailing Address:

U.S. Government Publishing Office
GPO Bookstore
710 North Capitol Street, NW
Attn: Bid Section (CSPS)
Washington, DC 20401

f) Failure to mark the outer cover could result in the offer being misdirected and received late at the required destination.

g) Offerors who include in their proposals data that they do not want disclosed to the public for any purpose or used by the Government except for evaluation purposes, shall—

1) Mark the title page with the following legend:

“This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this Offeror as a result of—or in connection with—the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]”; and

2) Mark each sheet of data they wish to restrict with the following legend:

“Use or disclosure of data contained on this sheet is subject to the restriction of the title page of this proposal.”

L.6 MINIMUM ACCEPTANCE PERIOD:

Offerors allowing fewer than 90 calendar days in the “offer” portion of SF 33, entitled “Solicitation, Offer, and Award,” may result in expiration of the offer prior to award.

L.7 CHANGES TO THE PROPOSAL:

Offerors shall submit any changes to its proposal made after their initial submission, but prior to the proposal due date, in the form of a full and complete new proposal (all three volumes) following the same instructions.

L.8 WRITTEN PROPOSAL INSTRUCTIONS: Offerors shall submit their proposals in compliance with the instructions in this section, or the proposals may be disqualified from further consideration. The written proposals shall be provided in three (3) volumes, as specified below. Page limitations for major sections are also noted.

L.8.1 Volume I – Technical Proposal:

The Technical Proposal shall be structured as follows. Offerors shall adhere to the specific page limits. The Government will not evaluate any pages in excess of the page limit identified below.

Section	Title	Page Limit
1	Similar Experience and Past Performance	
1a	Similar Experience	15
1b	Past Performance	N/A
2	Technical Approach	
2a	Production Plan	50
2b	Facilities and Equipment	15
2c	Authority to Operate and Continuous Monitoring	20
2d	Quality Control Plan	30
3	Financial Capability	N/A

a) Factor 1: Similar Experience and Past Performance:

1) Subfactor 1a: Similar Experience:

The Offeror shall describe their experience, including that of their proposed subcontractors, performing work similar to the work required by this solicitation. The Offeror shall provide descriptions of three (3) contracts for themselves and, if they proposes to subcontract the envelope manufacturing and/or addressing mail packages, at least one (1) and a maximum of two (2) contracts for each of those proposed subcontractors. All contracts described must have been performed in the last five (5) years and must either be complete or in production. The Offeror shall submit the following information for each contract described under this subfactor:

- Company name
- Contract name and identifier
- Customer name and customer point of contact with current email address and phone number
- Description of the project including its relevance to the requirements of this solicitation
- Description of the company's role in performing the contract, i.e., whether they performed as a prime or subcontractor
- Contract value and value of company's portion of the contract
- Period of performance
- Current status

In addition to the descriptions required above, the Offeror shall describe their experience obtaining an Authority to Operate (ATO) (or equivalent) under a contract in the last five (5) years. The Offeror shall provide no more than three (3) examples and provide for each:

- Contract name and identifier
- Authorizing official's organization, name, title, current email address, and phone number
- Date ATO (or equivalent) achieved
- System FIPS-199 categorization levels (or equivalent)

2) Subfactor 1b: Past Performance:

- i. To gather information to evaluate the Offeror's past performance, the Government intends to request that each of the identified customer point of contacts provided under Subfactor 1a, complete and submit to the GPO a Past Performance Questionnaire (with subject line: "[Offeror Name] – Past Performance Questionnaire, RFP 920-S").
- ii. Contractors shall send their listed private sector references a letter authorizing the reference to provide past performance information directly to the GPO. The letter shall be worded to the following effect:

Dear "Client's Name":

We are currently responding to the RFP 920-S for the procurement of convenience printing services for the Government Publishing Office. The GPO is placing increased emphasis in their procurements on past performance as a source selection factor. The GPO is requiring that clients of entities responding to their solicitations be identified and is requesting the client's participation in the evaluation process. In the event you are contacted for information on work we have performed, you are hereby authorized to respond to those inquiries. We have identified Mr./Ms. _____ of your organization as the point of contact based on their knowledge concerning our work. Your cooperation is appreciated.

Any questions may be directed to: _____

Sincerely,

b) Factor 2: Technical Approach:

1) Subfactor 2a: Production Plan:

For evaluation purposes, the Offeror shall provide an abstract of their Production Plan that demonstrates they have thoughtfully considered all of the requirements of the solicitation (including but not limited to the Production Plan requirement at Section H.12.1.1) and is prepared and capable of performing the contract successfully. The production plan shall clearly describe the work the Offeror proposes to perform themselves, and the work they propose to have subcontractors perform. It shall include:

- A master schedule and flow chart for all phases of production based on the notional schedule (see Section F.2.2) and the estimated quantities provided in the solicitation (see Section C) that includes step-by-step production method, the start-up dates, run times, length of production period for each operation, illustrating coordination and integration with subcontractors
- A description of all of their proposed Variable Computerized Imaging methods
- Plans for storing, staging, and transportation including storing the final product until final shipment is made
- A description of the method(s) for replacing spoiled or destroyed product
- A plan for communicating production and purge information to the Government
- A description of the Offeror's plan to maintain QATAP Level II standards
- Title 13 physical and logical security plan

NOTE: Full production plans to be submitted in accordance with Section H.12.

2) Subfactor 2b: Facilities and Equipment:

The Offeror shall describe the facilities and equipment they propose to use to perform the requirements of the solicitation and demonstrate the readiness of those facilities and equipment to begin production.

- The facilities description shall include the Offeror's contingency plan in the event their proposed primary facilities are not available during key production phases (see Section H.12.1.2).
- The Offeror shall describe their plan to ensure the facilities they propose to house Title 13 data are capable of meeting the physical security requirements described in the Section H.9.
- The equipment description shall include the number and types of printing presses and other equipment the Offeror proposes to use for each specified item, including the hourly and daily output capacity of each. The Offeror shall identify whether the proposed equipment is currently in their inventory or describe their plans for obtaining equipment that they do not currently have in their inventory.

3) Subfactor 2c: Authority to Operate and Continuous Monitoring:

The Offeror shall provide an abstract of their current and/or proposed processes to comply with the information security requirements in Section H.8 of the solicitation for the following NIST 800-53 control families:

- AC-2 ACCOUNT MANAGEMENT
- AU-1 AUDIT AND ACCOUNTABILITY POLICY AND PROCEDURES
- CM-1 CONFIGURATION MANAGEMENT POLICY AND PROCEDURES
- RA-5 VULNERABILITY SCANNING
- SC-7 BOUNDARY PROTECTION
- SC-9 TRANSMISSION CONFIDENTIALITY
- SC-28 PROTECTION OF INFORMATION AT REST

4) Subfactor 2d: Quality Control:

For evaluation purposes, the Offeror shall provide an abstract of their Quality Control Plan that demonstrates they have thoughtfully considered all of the requirements of the solicitation (including but not limited to the Quality Control Plan requirement at Section H.12.2)

The Offeror shall submit a Quality Control Plan that includes:

- Current QL level for each proposed plant
- QC staffing plan
- Quality Assurance and Quality Control processes
- Method(s) for –
 - pulling and measuring samples
 - gathering and communicating quality metrics
 - evaluating Government-furnished materials
 - assuring all materials meet requirements and that components from different sources are compatible before production begins
 - creating and maintaining QC records
 - assuring that packages are complete and contain the correct items according to specified package descriptions
 - identifying defective product and segregating and purging defective materials
- Process controls, inspections, and tests
- Procedures for assuring that all variable data such as serialized barcodes, addresses and postal barcodes are accurately and completely imaged in the correct location, on the correct items, and that all addressed items are mailed or distributed accordingly
- Describe contractors plan for achieving QL II before award and maintaining QATAP requirements throughout production.

c) **Factor 3: Financial Capability:** The Offeror shall provide the following to demonstrate their financial capability to perform the requirements of the solicitation:

- 1) filed 10-K or audited financial reports, including footnotes, for each of the last three (3) fiscal years, with updates to the footnotes included in the most recent financial report
- 2) certified monthly or quarterly financial statements from the current fiscal year
- 3) letters from major lenders and/or factors stating there are no defaults under existing credit facilities and the amounts available thereunder
- 4) any budgets or projections regarding their future financial condition that have been presented to lenders or other stakeholders with evidence of their previous presentation
- 5) most recent report from Dun & Bradstreet, Moody's, S&P, and/or Fitch (contractor to submit all that are available)

L.8.2 Volume II: Price Proposal (Factor 4):

- a) The Offeror shall submit a completed Section B.3 Price Schedule that includes a firm fixed price for each CLIN. Offerors are reminded that CLINs 0001 through 0018 include two columns: (1) a Makeready and/or Setup item and (2) a Running Per 1,000 Copies item. The Offeror must propose a firm fixed price for each column.
- b) Offeror must fill out and return one copy of all pages in Section B.3 "PRICE SCHEDULE," including initialing/signing where indicated.

L.8.3 Volume III: Supply Chain Risk Assessment:

- a) To facilitate the speed of the Department of Commerce's postaward review of the awardee's supply chain risk, all Offerors shall submit the Supply Chain Risk Assessment Information identified in Section H.17 with their proposals by the solicitation closing date. The Offeror shall submit the information in accordance with solicitation Attachment J-2: Notice of Supply Chain Risk Assessment.
- b) The information shall be provided in PDF format on a CD (2 copies are required) to GPO, Attn: Mary Newton. The Supply Chain Risk Assessment package must be securely sealed and hand delivered by either bonded courier or Offeror designated representative, requiring signature by Mary Newton.
- c) The Offeror's subcontractors may submit their Supply Chain Risk Assessment Information directly to GPO in a separate package that adheres to the delivery guidelines specified above. If subcontractors choose to submit their information in a separate package, they must have a clear external label that indicates which prime contractor they are associated with.
- d) There are no page limits on Supply Chain Risk Assessment submissions by either the prime contractor or their subcontractors.

L.9 SUBMISSION OF WRITTEN PROPOSAL MATERIAL:

Offerors shall submit written proposals as follows:

- Volume I – One (1) original hard copy proposal and 10 hard copies of the original
- Volume II – One (1) original hard copy proposal and five (5) hard copies of the original
- Volume III – Two (2) CDs each containing a copy of the Supply Chain Risk Assessment

- a) Offerors shall confine their submissions to the established page limitations. While tables of contents are permitted, they should not be included in page counts and will not be evaluated. All pages in excess of the maximum number of pages stated will not be evaluated.
- b) Each proposal volume shall be bound in a separate 3-ring binder of sufficient size to contain the material (minimum 1" binders). A binder cover page shall be affixed to the outer cover of each volume that clearly identifies each volume. Each volume of the Proposal shall be labeled as follows:
 - Offeror's name
 - Solicitation number
 - Date of submission
 - Proposal volume (number, title)
 - Copy number (i.e., copy 1 of 10, or "original")
- c) Information specified above also shall appear on the spine of the binder. Tab indexing shall be used to identify all sections within a particular proposal volume. There shall be no writing or graphics on the tab index page other than that required to identify the particular section.
- d) The Offeror's written proposal shall be prepared on standard 8-1/2 x 11" size pages. The proposal pages shall be numbered. The original proposal shall be printed on one side only and the remaining copies shall be printed double-sided. Each page shall have a minimum 1" margin at the top, the bottom, and on each side. Page numbers, notations of proprietary material, and any other identifying information printed on each page may be included in the margin.
- e) Text shall be in Times New Roman, 12 point font; however, text included in figures or graphics in the written proposal may be reduced to 10 point font, minimum. Table text shall maintain 11 point font. Should Offerors require fold-out pages for graphics, one fold-out page shall not exceed 17 x 11". Fold-outs will be counted as two (2) pages, regardless of size, and subsequent page numbering shall be adjusted appropriately.
- f) Text shall be single-spaced with 6 point spacing between paragraphs.
- g) For spreadsheet text in the Price Volume (Volume II), 12 point type is required.

L.10 DISCUSSIONS: At its option, the Government may request to have discussions with those deemed to be in the competitive range.

L.10.1 Discussion Facilities:

- a) The Government may require Offerors to travel to the Washington, DC area to meet at Government facilities. Specific start/end times will be provided with the agenda when the Government selects Offerors for discussions. At the Government's option, discussions may be held via teleconference.
- b) The Government will provide a minimum advance notification of three (3) workdays to the Offeror.

L.10.2 Record of Discussions:

- a) It is anticipated that the Government may take formal recordings of discussions which will be used for reference during evaluations. These recordings may be sound or videotaped recordings (with or without transcripts), or may be official meeting minutes taken by a designated meeting secretary.

- b) A copy of the record will be provided to the Offeror subsequent to the discussion, only if requested by the Offeror and only of the Offeror's discussion (i.e., Offerors will not be permitted any information regarding other Offerors). The Offeror is not authorized to copy or distribute the record, or to share it with anyone other than company officials.

L.11 SERVICE OF PROTESTS:

- a) An agency protest may be filed with either (1) the CO or (2) at a level above the CO, with the agency Protest Decision Authority. See 64 FR 16651 (April 6, 1999) for the procedures for filing agency protests at the level above the CO (with the Protest Decision Authority).
- b) Agency protests filed with the Contracting Officer shall be sent to the following address:

U.S. Government Publishing Office
Attn: Edris Rhinehart, Contracting Officer
Agency Publishing Services,
Mail Stop: CSAPS
732 North Capitol Street, NW
Washington, DC 20401

- c) If a protest is filed with either the Protest Decision Authority or with the Government Accountability Office (GAO), a complete copy of the protest (including all attachments) shall be served upon the CO and GPO Office of General Counsel within one (1) day of filing with the Protest Decision Authority or with GAO. Service upon the GPO Office of General Counsel shall be made as follows:

U.S. Government Publishing Office
Attn: Craig Barrett
Office of the General Counsel
Mail Stop: GC
732 North Capitol Street, NW
Washington, DC 20401

SECTION M: EVALUATION FACTORS FOR AWARD

M.1 GENERAL:

- a) Proposals will be reviewed to determine that they have been prepared in accordance with section L and that all requirements of this solicitation have been addressed. Failure to follow all Section L instructions and address all sections of the requirements may be grounds for exclusion of the proposal from further consideration.
- b) The Government hereby notifies offerors that taking exception to any term or condition of this solicitation (including submitting any alternate proposal that requires relaxation of a requirement) may disqualify an offer from further consideration.

M.2 BASIS FOR AWARD:

- a) The Government will make an award to the responsible offeror whose offer conforms to the solicitation and is most advantageous to the Government, price and technical factors listed below considered.
- b) This contract will be awarded to the responsive, responsible offeror that represents the best value to the Government. The Government will employ a tradeoff analysis of price and non-price factors (MMAR 15.101-1) in evaluating the proposals submitted. Due to the criticality of the requirement and the need for success, all evaluation factors other than price, when combined, are more important than the price.
- c) **Relative Weight of Evaluation Factors:** Factors 1, 2, and 3, are the technical factors. All technical factors are of equal importance. Subfactors within each technical factor are of equal importance. The technical evaluation will analyze the strengths, weaknesses, and risks of each proposal. Price is not a rated evaluation factor. The technical evaluation factors when combined are more important than the Price. If technical proposals are equivalent between two or more Offerors, price may become a determining factor.

M.3 EVALUATION PROCESS:

The Government intends to evaluate proposals and award a contract without discussions. The Offeror's initial proposal should contain their best terms from a technical and price standpoint. The Government reserves the right to conduct discussions if the Contracting Officer determines doing so to be in the Government's interest. If award is not made upon initial proposals, then the Contracting Officer will establish a competitive range comprised of the most highly rated proposals, engage in discussions, and request final proposal revisions. Only those Offerors in the competitive range will be offered an opportunity to participate further in the procurement.

M.4 EVALUATION FACTORS FOR AWARD:

a) Factor 1: Similar Experience and Past Performance:

1) Subfactor 1a: Similar Experience:

The Government will evaluate the Offeror's description of their experience and their proposed subcontractors' experience to determine the extent to which they and their proposed subcontractors have performed work similar in scope and complexity to the work required by the solicitation and to assess the likelihood that the offeror can successfully perform the contract requirements including their ability to obtain an ATO (or equivalent).

2) Subfactor 1b: Past Performance:

The Government will evaluate the Past Performance Questionnaires submitted by the references for the Offeror and their proposed subcontractors and any other past performance information related to the Offeror and their proposed subcontractors' previous work that the Government deems relevant to the requirements of this solicitation to determine how well the Offeror and their proposed subcontractor have performed in the past. The Government will consider the completeness, quality, timeliness of the Offeror's and proposed subcontractors' previous work, the offeror's ability to effectively manage subcontractors, and customer satisfaction. Past performance on contracts that are more relevant to this requirement will be weighed more heavily. Offerors with no relevant past performance information will receive a neutral rating under this factor.

b) Factor 2: Technical Approach:

The Government will assess the Offeror's technical approach by evaluating their proposed production plan, facilities and equipment, authority to operate and continuous monitoring, and quality control plan to determine the extent to which they demonstrate the Offeror has a comprehensive understanding of the requirements and the technical capability to successfully perform them.

1) Subfactor 2a: Production Plan:

The Government will evaluate the Offeror's proposed Production Plan including their proposed master schedule and flow chart; description of variable computerized imaging method; storing, staging, and transportation plan, product replacement plan, communications plan: ability to maintain QATAP Level II standards in accordance with Section E.3, and Title 13 physical and logical security plan to determine the extent to which it demonstrates the Offeror has a comprehensive understanding of the requirements of the solicitation and a specific plan to successfully perform the contract.

2) Subfactor 2b: Facilities and Equipment:

The Government will evaluate the Offeror's proposed Facilities and Equipment to determine the extent to which they have facilities and equipment or a plan to acquire them, contingency plan, and plan to house Title 13 data, that will enable the Offeror to successfully perform the requirements of the solicitation.

3) Subfactor 2c: Authority to Operate and Continuous Monitoring:

The Government will use the information from Offeror's abstract processes for the NIST-800 control families listed in Section L.8.1.b)3) to evaluate the Offeror's level of readiness to achieve an ATO and maintain continuous monitoring in accordance with Section H.8 to meet the notional schedule in F.2.2.

4) Subfactor 2d: Quality Control Plan:

The Government will evaluate the Offeror's proposed Quality Control Plan to determine the extent to which it demonstrates the Offeror will have the necessary staff, resources, and quality control processes in place to ensure successful performance of all stages of the contract.

c) Factor 3: Financial Capability:

The Government will evaluate the Offeror's financial information to determine whether, in view of their size and overall operations, the Offeror's liquidity and access to working capital demonstrate that, during the period of performance, they have the financial wherewithal to successfully complete the contract requirements. The Government will also evaluate the Offeror's general financial condition to ascertain their overall financial health and whether any significant risks exist to their continued, uninterrupted business operations.

d) Factor 4: Price:

The Government will evaluate the Offeror's price proposal for completeness and reasonableness. To evaluate completeness, the Government will confirm the offeror has proposed a firm fixed unit price for each CLIN. Offerors are reminded that CLINS 0001 through 0018 include two columns: (1) a Makeready and/or Setup column and (2) a Running Per 1,000 Copies column. To evaluate reasonableness, the Government will assess the Offeror's total proposed price, which the Government will calculate in accordance with Section M.5.

M.5 ESTIMATED QUANTITIES FOR EVALUATION PURPOSES:

The Government will determine the Offeror's total proposed price by multiplying the firm fixed price offered for each item in Section B., by the following estimated quantities to arrive at a subtotal for each item and then calculating the sum of the subtotals. These estimated quantities are based on projected requirements for this project. Offerors are cautioned, however, that these are estimates only, to be used for purposes of evaluation of proposals, and do not represent any guarantees of the volume of work to be placed on this contract.

	(1)	(2)
I. 1. CLIN 0001	1	350
CLIN 0002	2	150
CLIN 0003	4	400
CLIN 0004	1	10
2. CLIN 0005	1	116,671
CLIN 0006	2	20,468
CLIN 0007	4	225,828
CLIN 0008	5	21,777
CLIN 0009	4	116,468
CLIN 0010	5	20,468
CLIN 0011	3	28,052
CLIN 0012	1	244,966
CLIN 0013	5	175,500
CLIN 0014	7	33,880
CLIN 0015	5	137,139
CLIN 0016	1	138,951
CLIN 0017	1	107,827
CLIN 0018	6	137,139
II. 1. CLIN 0019	2,600	
CLIN 0020	400	
CLIN 0021	10	
2. CLIN 0022	630,428	
CLIN 0023	384,541	
CLIN 0024	28,052	
CLIN 0025	244,966	
CLIN 0026	175,500	
CLIN 0027	33,880	
CLIN 0028	137,139	

	CLIN 0029	138,951
	CLIN 0030	107,827
	CLIN 0031	137,139
III.	CLIN 0032	32
	CLIN 0033	11
IV.1.	CLIN 0034	668
2.	CLIN 0035	18,511
	CLIN 0036	139,778
	CLIN 0037	100,243
	CLIN 0038	7,584
	CLIN 0039	116,671
	CLIN 0040	20,468
	CLIN 0041	843

M.6 EVALUATION SUPPORT:

Offerors are advised that the Government may utilize outside contractors and/or consultants to assist in the evaluation of proposals. These outside contractors will have access to any and all information contained in the Offeror's proposals, and will be subject to appropriate conflict of interest standards and confidentiality restrictions.

M.7 AWARD OF CONTRACT:

A contract will be awarded to the successful Offeror following evaluation. The award document will be Standard Form 33, Solicitation, Offer and Award. This form will be executed by the Contracting Officer on behalf of the Government.

ATTACHMENT J-1
Data Sanitization, Methods, and Sanitization by Type of Media

J.1.1 Data Sanitization: Storage media and devices that contain, or may have contained, sensitive information (including Title 13 data protected by Title 13 of the U.S. Code) as defined and categorized by FIPS 199 shall be sanitized when no longer needed within 24 hours using techniques in accordance with the table below. If the media are intended for reuse, any identifying labels that indicate the nature and sensitivity of their contents shall be removed or rendered unreadable when the media are sanitized. The contractor shall provide evidence to the COR or designees within 48 hours of sanitization including but not limited to: date and time of sanitization ; name/telephone number of person doing the sanitization ; description of data sanitized; location of sanitization ; method of sanitization ; logs; and, photograph if physically destroyed.

FIPS 199 Confidentiality Security Objective Level	Category of Sanitizing Techniques	
	Storage Media Remaining Within an Organization	Storage Media Leaving an Organization
Low	Clear (3)	Clear or Purge ⁽⁴⁾
Moderate	Clear or Purge	Purge ⁽⁵⁾ or Destroy
High	Purge ⁽⁵⁾	Destroy ⁽⁵⁾

NOTES:

- 1) "Within an organization" is situation-dependent. The implication is that media will be reused in a controlled environment for which there is reasonable confidence no one will attempt to recover any information previously stored by the media, allowing the sanitizing technique used to be cheaper and/or more convenient than required if the media were leaving the control of an organization.
- 2) All hard copy media and digital media that are not rewritable and do not comprise integral parts of systems or equipment leaving the control of an organization shall be destroyed when no longer needed.
- 3) **Bold** indicated the minimum acceptable category of techniques.
- 4) Digital media containing only publicly available information may be discarded unless the end user license agreement states that the media must be destroyed if their contents no longer will be used or required.
- 5) Clearing is acceptable if all information stored on the media is encrypted using NIST-approved algorithms.

ATTACHMENT J-1
Data Sanitization, Methods, and Sanitization by Type of Media

J.1.2 Data Sanitization Method: The table below provides the Media Sanitization Methods and lists specific media sanitizing techniques in each category (clear, purge, destroy) for several types of media and devices per J.1.3.

Method	Description
Clear	One method to sanitize media is to use software or hardware products to overwrite storage space on the media with non-sensitive data by securely erasing until data is permanently removed and no longer recoverable. This process may include overwriting not only the logical storage location of a file(s) (e.g., file allocation table) but also may include all addressable locations. The security goal of the overwriting process is to replace written data with random data. Overwriting cannot be used for media that are damaged or not rewriteable. The media type and size may also influence whether overwriting is a suitable sanitization method [NIST SP 800-36, Quick Erase, DoD Short (3 passes), and DOD 5220.22-M (7 passes) are also included as options to handle Data remanence .
Purge	Degaussing and executing the firmware Secure Erase command (for ATA drives only) are acceptable methods for purging.
Destroy (Physical Destruction)	<p>There are many different types, techniques, and procedures for media destruction. If destruction is decided on because of the high security categorization of the information, then after the destruction, the media should be able to withstand a laboratory attack.</p> <p><i>Disintegration, Pulverization, Melting, and Incineration.</i> These sanitization methods are designed to completely destroy the media. They are typically carried out at an outsourced metal destruction or licensed incineration facility with the specific capabilities to perform these activities effectively, securely, and safely.</p> <p><i>Shredding.</i> Paper shredders can be used to destroy flexible media such as disks once the media are physically removed from their outer containers. The shred size of the refuse should be small enough that there is reasonable assurance in proportion to the data confidentiality that the data cannot be reconstructed.</p> <p>Optical mass storage media, including compact discs (CD, CD-RW, CD-R, CD-ROM), optical disks (DVD), and MO discs, must be destroyed by pulverizing, crosscut shredding or burning. When material is disintegrated or shredded all residues must be reduced to nominal edge dimensions of 5 mm and surface area of 25 mm².</p>

Data Sanitization, Methods, and Sanitization by Type of Media

J.1.3 Data Sanitization Method by Type of Media: The table below provides the Media Sanitization Methods by type of media and lists various media types followed by the appropriate sanitization method. Cost and convenience must be considered in deciding which technique is most appropriate in any given situation. In some cases, law and/or national policy prescribe specific methods for handling particular types of information (e.g., Title 13). The table below neither identifies all possible media that could be employed to store information nor attempts to forecast future storage media technology. For media and devices that lack specific guidance, the contractor shall determine, and be approved by U.S. Census Bureau, media sanitizing techniques that credibly implement the requirements.

Media Type	Clear	Purge	Physical Destruction
Hard Copy Storages			
Paper and microforms	See Physical Destruction.	See Physical Destruction.	<p>Destroy paper using cross cut shredders which produce particles that are 1 x 5 millimeters in size (reference devices on the NSA paper Shredder EPL), or to pulverize/disintegrate paper materials using disintegrator devices equipped with 3/32 inch security screen (reference NSA Disintegrator EPL).</p> <p>***Destroy microforms (microfilm, microfiche, or other reduced image photo negatives) by burning. When material is burned, residue must be reduced to white ash.</p>
Hand-Held Devices			
Cell Phones	<p>Manually delete all information, such as calls made, phone numbers, then perform a full manufacturer's reset to reset the cell phone back to its factory default settings.</p> <p>** Please contact the manufacturer for proper sanitization procedure.</p>	Same as Clear.	<p>Shred.</p> <p>Disintegrate.</p> <p>Pulverize.</p> <p>Incinerate by burning cell phones in a licensed incinerator.</p>

Data Sanitization, Methods, and Sanitization by Type of Media

J.1.3 Data Sanitization Method by Type of Media: The table below provides the Media Sanitization Methods by type of media and lists various media types followed by the appropriate sanitization method. Cost and convenience must be considered in deciding which technique is most appropriate in any given situation. In some cases, law and/or national policy prescribe specific methods for handling particular types of information (e.g., Title 13). The table below neither identifies all possible media that could be employed to store information nor attempts to forecast future storage media technology. For media and devices that lack specific guidance, the contractor shall determine, and be approved by U.S. Census Bureau, media sanitizing techniques that credibly implement the requirements.

Media Type	Clear	Purge	Physical Destruction
Hard Copy Storages			
Paper and microforms	See Physical Destruction.	See Physical Destruction.	<p>Destroy paper using cross cut shredders which produce particles that are 1 x 5 millimeters in size (reference devices on the NSA paper Shredder EPL), or to pulverize/disintegrate paper materials using disintegrator devices equipped with 3/32 inch security screen (reference NSA Disintegrator EPL.).</p> <p>***Destroy microforms (microfilm, microfiche, or other reduced image photo negatives) by burning. When material is burned, residue must be reduced to white ash.</p>
Hand-Held Devices			
Cell Phones	<p>Manually delete all information, such as calls made, phone numbers, then perform a full manufacturer's reset to reset the cell phone back to its factory default settings.</p> <p>** Please contact the manufacturer for proper sanitization procedure.</p>	Same as Clear.	<p>Shred. Disintegrate. Pulverize. Incinerate by burning cell phones in a licensed incinerator.</p>

ATTACHMENT J-1
Data Sanitization, Methods, and Saniitization by Type of Media

Media Type	Clear	Purge	Physical Destruction
ATA Hard Drives	Overwrite media by using agency-approved and validated overwriting technologies/methods/tools.	<p>Purging information is a media sanitization process that protects the confidentiality of information against a laboratory attack. For some media, clearing media would not suffice for purging. However, for ATA disk drives manufactured after 2001 (over 15 GB) the terms clearing and purging have converged.</p> <p>1. Purge using Secure Erase, or other agency approved overwrite technologies / methods / tools. The Secure Erase software can be download from the University of California, San Diego (UCSD) CMRR site.</p> <p>2. Purge hard disk drives by either purging the hard disk drive in an NSA/CSS-approved automatic degausser or by disassembling the hard disk drive and purging the enclosed platters with an NSA/CSS-approved degaussing wand.**</p> <p>3. Purge media by using agency-approved and validated purge technologies/tools.</p> <p>**Degaussing any current generation hard disk will render the drive permanently unusable.</p>	<p>Disintegrate.</p> <p>Shred.</p> <p>Pulverize.</p> <p>Incinerate. Incinerate hard disk drives by burning the hard disk drives in a licensed incinerator.</p>

ATTACHMENT J-1
Data Sanitization, Methods, and Santiization by Type of Media

Media Type	Clear	Purge	Physical Destruction
USB Removable Media (Pen Drives, Thumb Drives, Flash Drives, Memory Sticks) with Hard Drives	Overwrite media by using agency-approved and validated overwriting technologies / methods / tools.	<p>1. Purge using Secure Erase The Secure Erase software can be download from the University of California, San Diego (UCSD) CMRR site.</p> <p>2. Purge hard disk drives by either purging the hard disk drive in an NSA/CSS-approved automatic degausser or by disassembling the hard disk drive and purging the enclosed platters with an NSA/CSS-approved degaussing wand.**</p> <p>3. Purge media by using agency-approved and validated purge technologies/tools.</p> <p>**Degaussing any current generation hard disk will render the drive permanently unusable.</p>	Disintegrate. Shred. Pulverize. Incinerate. Incinerate hard disk drives by burning the hard disk drives in a licensed incinerator.
Zip Disks	Overwrite media by using agency-approved and validated overwriting technologies/ methods/tools.	<p>Degauss using a NSA/CSS-approved degausser.</p> <p>**Degaussing any current generation zip disks will render the disk permanently unusable.</p>	Incinerate disks and diskettes by burning the zipdisks in a licensed incinerator. Shred.
SCSI Drives	Overwrite media by using agency-approved and validated overwriting technologies/ methods/tools.	<p>Purge hard disk drives by either purging the hard disk drive in an NSA/CSS-approved automatic degausser or by disassembling the hard disk drive and purging the enclosed platters with an NSA/CSS-approved degaussing wand.</p> <p>***Degaussing any current generation hard disk will render the drive permanently unusable.</p>	Disintegrate. Shred. Pulverize. Incinerate. Incinerate hard disk drives by burning the hard disk drives in a licensed incinerator.

Data Sanitization, Methods, and Santiization by Type of Media

Media Type	Clear	Purge	Physical Destruction
Magnetic Tapes			
Reel and Cassette Format Magnetic Tapes	<p>Clear magnetic tapes by either re-recording (overwriting) or degaussing. Clearing a magnetic tape by re-recording (overwriting) may be impractical for most applications since the process occupies the tape transport for excessive time periods. Clearing by Overwriting: Overwriting should be performed on a system similar to the one that originally recorded the data. For example, overwrite previously recorded classified or sensitive VHS format video signals on a comparable VHS format recorder. All portions of the magnetic tape should be overwritten one time with known non-sensitive signals.</p>	<p>Degauss using an NSA/CSS-approved degausser. Purging by Degaussing: Purge the magnetic tape in any degausser that can purge the signal enough to prohibit playback of the previous known signal. Purging by degaussing can be accomplished easier by using an NSA/CSS-approved degausser for the magnetic tape.</p>	<p>Incinerate by burning the tapes in a licensed incinerator. Shred. Preparatory steps, such as removing the tape from the reel or cassette prior to destruction, are unnecessary. However, segregation of components (tape and reels or cassettes) may be necessary to comply with the requirements of a destruction facility or for recycling measures. Use shredders or disintegrator devices to reduce to particles that have a nominal edge dimensions of fifty millimeters (50 mm) and surface area of two hundred fifty square millimeters (250 mm²). **</p> <p>** This is a current acceptable particle size. Any future disk media shredders obtained should reduce surface area of 250mm². This is roughly equivalent to the 2" per side requirement from Office of Security at Census for tapes.</p>

ATTACHMENT J-1
Data Sanitization, Methods, and Sanitization by Type of Media

Media Type	Clear	Purge	Physical Destruction
Optical Disks			
CDs	See Physical Destruction.	See Physical Destruction.	<p>Destroy in order of recommendations: Removing the Information bearing layers of CD media using a commercial optical disk grinding device. Incinerate optical disk media (reduce to ash) using a licensed facility.</p> <p>Use optical disk media shredders or disintegrator devices to reduce to particles that have a nominal edge dimensions of five millimeters (5 mm) and surface area of twenty-five square millimeters (25 mm²). **</p> <p>** This is a current acceptable particle size. Any future disk media shredders obtained should reduce CD to surface area of .25mm².</p>

ATTACHMENT J-1
Data Sanitization, Methods, and Sanitization by Type of Media

Page 9 of 15

Media Type	Clear	Purge	Physical Destruction
DVDs	See Physical Destruction.	See Physical Destruction.	<p>Destroy in order of recommendations: Removing the Information bearing layers of DVD media using a commercial optical disk grinding device. Incinerate optical disk media (reduce to ash) using a licensed facility. Use optical disk media shredders or disintegrator devices to reduce to particles that have a nominal edge dimensions of five millimeters (5 mm) and surface area of twenty-five square millimeters (25 mm²). **</p> <p>** This is a current acceptable particle size. Any future disk media shredders obtained should reduce DVD to surface area of .25mm.</p>

ATTACHMENT J-1
Data Sanitization, Methods, and Sanitization by Type of Media

Page 10 of 15

Media Type	Clear	Purge	Physical Destruction
Memory			
Compact Flash Drives, SD	Overwrite media by using agency-approved and validated overwriting technologies/methods/tools.	See Physical Destruction.	Destroy media in order of recommendations. Shred. Disintegrate. Pulverize. Incinerate by burning in a licensed incinerator.
Dynamic Random Access Memory (DRAM)	Purge DRAM by powering off and removing the battery (if battery backed).	Same as Clear.	Shred. Disintegrate. Pulverize.
Electronically Alterable PROM (EAPROM)	Perform a full chip purge as per manufacturer's data sheets.	Same as Clear.	Shred. Disintegrate. Pulverize.
Electronically Erasable PROM (EEPROM)	Overwrite media by using agency approved and validated overwriting technologies / methods/tools. Remove all labels or markings that indicate <u>previous use or confidentiality.</u>	Same as Clear.	Shred. Disintegrate. Pulverize. Incinerate by burning in a licensed incinerator.

Data Sanitization, Methods, and Sanitization by Type of Media

Media Type	Clear	Purge	Physical Destruction
Erasable Programmable ROM (EPROM)	<p>Clear media in order of recommendations.</p> <p>1. Clear functioning EPROM by performing an ultraviolet purge according to the manufacturer's recommendations, but increase the time requirement by a factor of 3.</p> <p>2. Overwrite media by using agency-approved and validated overwriting technologies/methods/tools.</p>	Same as Clear.	<p>Shred.</p> <p>Disintegrate.</p> <p>Pulverize.</p> <p>Incinerate by burning in a licensed incinerator.</p>
Field Programmable Gate Array (FPGA) Devices (Non-Volatile)	Overwrite media by using agency-approved and validated overwriting technologies/methods/tools.	Same as Clear.	<p>Shred.</p> <p>Disintegrate.</p> <p>Pulverize.</p>
Field Programmable Gate Array (FPGA) Devices (Volatile)	Clear functioning FPGA by powering off and removing the battery (if battery backed).	Same as Clear.	<p>Shred.</p> <p>Disintegrate.</p> <p>Pulverize.</p>
Flash Cards	Overwrite media by using agency approved and validated overwriting technologies/methods/tools.	Same as Clear.	<p>Shred.</p> <p>Disintegrate.</p> <p>Pulverize.</p>
Flash EPROM (FEPROM)	Perform a full chip purge as per manufacturer's data sheets.	<p>Purge media in order of recommendations. 1. Overwrite media by using agency approved and validated overwriting technologies/methods/tools . 2. Perform a full chip purge as per manufacturer's data sheets.</p>	<p>Shred.</p> <p>Disintegrate.</p> <p>Pulverize.</p> <p>Incinerate by burning in a licensed incinerator.</p>

ATTACHMENT J-1
Data Sanitization, Methods, and Saniitization by Type of Media

Media Type	Clear	Purge	Physical Destruction
Magnetic Bubble Memory	Overwrite media by using agency-approved and validated overwriting technologies/methods/tools.	<p>Purge by Collapsing the Magnetic Bubbles:</p> <p>1. Degaussing: Degauss in an NSA/CSS-approved degausser. However, care must be taken to insure that the full field (at least 1500 gauss) of the degausser is applied to the actual bubble array. All shielding materials must be removed from the circuit card and/or bubble memory device before degaussing.</p> <p>2. Raising the Magnetic Bias Field: Magnetic bubble memory with built- in magnetic bias field controls may be purged by raising the bias voltage to levels sufficient to collapse the magnetic bubbles.</p> <p>Recommend that specific technical guidance be obtained from the bubble memory manufacturer before attempting this procedure.</p>	<p>Shred.</p> <p>Disintegrate.</p> <p>Pulverize.</p> <p>When practical, the outer chassis and electronic circuit boards should be removed from the core memory unit to optimize the performance of the destruction device.</p>

Data Sanitization, Methods, and Sanitization by Type of Media

Media Type	Clear	Purge	Physical Destruction
Magnetic Core Memory	Clear media in order of recommendations. 1. Overwrite media by using agency- approved and validated overwriting technologies/methods/tools. 2. Degauss in an NSA/CSS- approved degausser.	Purge core memory devices either by overwriting or degaussing. Overwrite media by using agency approved and validated overwriting technologies/methods/ tools. Degauss in an NSA/CSS- approved degausser. Remove all labels or markings that indicate previous use or confidentiality. NOTE - Attenuation of the magnetic field due to chassis shielding and separation distance are factors that affect erasure performance and should be considered. All steel shielding materials (e.g., chassis, case, or mounting brackets) should be removed before degaussing.	Shred. Disintegrate. Pulverize. When practical, the outer chassis and electronic circuit boards should be removed from the core memory unit to optimize the performance.
Non Volatile RAM (NOVRAM)	1. Overwrite media by using agency approved and validated overwriting technologies/methods/tools. 2. Each overwrite must reside in memory for a period longer than the data resided. 3. Remove all power to include battery power.	Same as Clear.	Shred. Disintegrate. Pulverize.
PC Cards or Personal Computer Memory Card International Association (PCMCIA) Cards	See Physical Destruction.	See Physical Destruction.	Destroy by incinerating in a licensed incinerator or use (an NSA evaluated) a disintegrator to reduce the card's internal circuit board and components to particles that are nominally two (2) millimeters in size.

ATTACHMENT J-1
Data Sanitization, Methods, and Sanitization by Type of Media

Media Type	Clear	Purge	Physical Destruction
Programmable ROM (PROM)	See Physical Destruction.	See Physical Destruction.	Destroy by incinerating in a licensed incinerator.
RAM	Purge functioning DRAM by powering off and removing the battery (if battery backed).	Same as Clear.	Shred. Disintegrate. Pulverize.
ROM	See Physical Destruction.	See Physical Destruction.	Shred. Disintegrate. Pulverize.
USB Removable Media (Pen Drives, Thumb Drives, Flash Drives, Memory Sticks) without Hard Drives	Overwrite media by using agency approved and validated overwriting technologies/methods/tools	Same as Clear.	Shred. Disintegrate. Pulverize.
Smart Cards	See Physical Destruction.	See Physical Destruction.	For smart card devices& data storage tokens that are in credit card form, cut or crush the smart card's internal memory chip using metals snips, a pair of scissors, or a strip cut shredder (nominal 2mm wide cuts). Smart cards packaged into tokens (i.e. SIM chips, thumb drives and other physically robust plastic packages) that are not capable of being shredded should instead be destroyed via incineration licensed incinerator or disintegration to 2 mm size particles.

ATTACHMENT J-1
Data Sanitization, Methods, and Santiization by Type of Media

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Media Type	Clear	Purge	Physical Destruction
Magnetic Cards			
Magnetic Cards	Overwrite media by using agency-approved and validated overwriting technologies/methods/tools.	Degauss in an NSA/CSS-approved degausser.	Shred. Incinerate. Incineration of magnetic cards shall be accomplished by burning the magnetic cards in a licensed incinerator.

ATTACHMENT J-2
Supply Chain Risk Assessment

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Supply Chain Risk Assessment Information

All offerors shall submit the following information with their proposals by the solicitation closing date:

- (A) (1) its identity, including that of each parent and/or subsidiary corporate entities.
- (2) The identity of any proposed subcontractors (including but not limited to suppliers, distributors, and manufacturers) involved in its supply chain.
- (3) The degree of any foreign ownership in or control of the entities identified under (A)(1) or (2).
- (4) The names and dates of birth of the offeror's/contractor's corporate officers identified under (A)(1) or (2), including this information for subcontractors (including but not limited to suppliers, distributors, and manufacturers).
- (5) Whether the offeror/contractor and subcontractors (including but not limited to supplier, distributors, and manufacturers) maintain a:
- i. Formal security program that includes personnel security
 - ii. Information security program;
 - iii. Physical security program;
 - iv. Cyber security program; and
 - v. Supply chain risk management program.
- (6) The name and locations of each facility where any information system, IT hardware and/or software to be delivered under the contract or task order was designed, manufactured, packaged and stored prior to distribution.
- (7) Whether a separation of duties exist during the development process of any information system, IT hardware and/or software to be delivered under the contract or task order.
- (8) The means and method for delivering any information system, IT hardware and/or software to be delivered under the contract or task order, including the name(s) of any entity responsible for transport or storage. This information should address whether the information system, IT hardware and/or software will be direct-shipped to the Department.
- (9) Whether the proposed information system, IT hardware and/or software includes a service agreement required by the contract or task order, and, if so, the identity of the contractor/subcontractor(s) who will provide this follow-on services, and how the services will be delivered/deployed (e.g., via on-site service? Remotely via internet?)
- (10) The identity of the entity that will provide disposal services of any information system, IT hardware and/or software required by the contract or task order.
- (B) The Government may request and the offeror/contractor shall provide additional information if necessary.
- (C) The offeror/contractor shall include this language in all subcontracts (including but not limited to those with suppliers, distributors, and manufacturers) involving the development and delivery of an IT system, IT hardware and/or software under this acquisition.
- (D) Supply Chain Risk Assessment Information shall be marked as contractor bid proposal information and source selection information in accordance with FAR 3.104-4 and securely transmitted to the contracting officer.
- (E) By submission of its offer and/or acceptance of this contract or contract modification, the offeror/contractor represents this information is accurate and complete. Offerors and contractors shall have a continuing obligation to amend any information that changes during the evaluation period prior to award and/or during the period of performance of the contract or task order(s).